

Public Participation at Library Board Meetings

Visitors

Meetings of the Board of Library Trustees are held at 2:00 p.m. on the second Wednesday of the month, with the exception of August. Meetings are held in the Board Room, located in the administrative offices on the second floor of the Xenia Community Library, unless stated otherwise.

It is the intent of the Board that persons wishing to address comments or ask questions shall be afforded reasonable and fair opportunity to do so. Members of the public wishing to address the Board may do so at any regularly scheduled meeting during the agenda time reserved for communications. In order for the Board to fulfill its obligation to complete the scheduled agenda in an effective and efficient fashion, a maximum of 30 minutes of public participation is permitted at each meeting. For those wishing to speak, an oral or written communication to the library director stating a concern or topic a week or so prior to the meeting is strongly encouraged.

All visitors are required to sign in prior to the Call to Order and to indicate if they wish to speak. Those visitors who have indicated a desire to speak will be recognized in the order in which they signed in. Speakers must identify any groups or organizations for which they will speak in an official capacity.

Each speaker is given three (3) minutes to share her/his views with the Board. If several persons wish to speak, each will be allotted three (3) minutes until the total public participation time of 30 minutes is used. No person may speak more than once per meeting.

It should not be expected that the Board will take immediate or official action on any subject brought before it without having time for review or study of facts or matters presented.

If a resident wishes to share additional comments, she/he may schedule an appointment with the Library Director, who will then present a summary of that meeting to the Board of Trustees.

Trustees

The Board President recognizes each registered speaker. The trustees listen and do not interact with the speakers. The Board President introduces each speaker and keeps track of the time. The Board President may ask questions or ask for additional information from persons appearing before the board.

Adopted: September 10, 2003