

## Public Meeting Comment and Recording Policy

The Board of Trustees at the Poplar Creek Public Library District (PCPLD) welcomes public comments at board meetings during open sessions and will hear any individual pursuant to Public Act 96-1473 (open Meetings Act 5), ILCS 120/2.06 and the guidelines outlined in this policy.

Public comments and questions can be submitted to PCPLD Board of Trustees at any time throughout the year, via mail or email using the form on the Trustee's webpage. <http://pplib.org/library-board/board-of-trustees/>

- Public comments are permitted during the time designated on the PCPLD Board of Trustees' agenda.
- Each speaker will provide his/her name.
- All public comments shall be addressed to the board as a whole. No comments shall be addressed to individual members of the Board, library staff or other members of the public.
- Generally the board will not engage in dialog and an immediate response is not required.
- Comments are limited to a single three minute time period, per individual, per meeting.
- Comments should be in good taste and remarks about specific individuals are not allowed. At any time the presiding officer feels the speaker is not following these guidelines or other PCPLD policies, the presiding officer is authorized to direct the speaker to sit down or leave the meeting.
- Public comments become part of the public record of the board meeting.
- Any person may record the proceedings at meetings required to be open by tape, film or other means.
  - Taping shall not interfere with the overall decorum and proceedings of the meeting
  - Equipment used must be silent and unobtrusive

Adopted by the Poplar Creek Public Library District Board July 21, 2016, Amended June 15, 2017