

## **PUBLIC COMMENT POLICY**

The Indiana Open Door Law (IC 5-14-1.5) permits the public the opportunity to attend and observe meetings of public agencies, including public libraries. Although an individual has the right to attend and observe all public proceedings, no specific statutory authority allows an individual to appear before and address a governing body. A governing body may choose to provide an opportunity for comments or discussion at any time or may allow a limited number of comments or limited amount of time for comments on matters under consideration. While the law does not guarantee the right to speak at public meetings, the North Manchester Public Library recognizes the importance of receiving input from the public.

The North Manchester Public Library Board of Trustees chooses to provide a time for public comment during all public meetings and sets the following limits. Comments should be relevant to Library matters and the meeting agenda, excluding personnel issues. Individual speakers are asked to limit remarks to no more than three minutes. The President or presiding officer shall be allowed to limit the time for individual speakers and to limit the total time for public comment. The board retains the right to maintain order including stopping comments that are disruptive or not related to library business.

Public comment time is provided for the public to express their opinions or concerns about matters over which the Board of Trustees has authority or responsibility. Comments are intended to be statements from speakers; speakers may not engage the board in a question and answer exchange during public comments. Questions relating to Library or administrative procedures should be addressed outside of a Library board meetings and should be referred to the appropriate Library staff at other times. The board may refer any item raised during public comment to the library director for further review or action.

All comments made become part of the meeting record and board minutes will reflect the name of any speakers and the substance of any comments. It is encouraged that notification is given of intention to speak in advance of the monthly board meeting.

*Approved 11/17/2022*