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## PUBLIC COMMENT POLICY

Adopted: Revised 12/12/2022

Approved 2/23/26

The Bloomfield Public Library Board of Trustees welcomes public comments at its regular meetings, special meetings, and committee meetings.

The purpose of this policy is to encourage members of the public to present their views while allowing the board to conduct its meetings efficiently and effectively.

### **Guidelines:**

Public comments may be made during the public comment period designated in the meeting agenda, unless otherwise provided by the board president..

At the beginning of the Public Comment segment of the meeting, the Board President or designee will ask if anyone wishes to address the Board and will determine the order in which speakers will be recognized

At the start of his/her remarks, each speaker must provide his/her name and any group affiliation.

The public comment period shall not exceed 30 minutes, unless permitted by the board president.

Each speaker is allowed a maximum of 3 minutes..

The board president may reduce the 3 minute time limit if more than 10 people would like to speak.

All comments must be made with civility and courtesy.. The board president may limit or prohibit further comment if proper decorum is not displayed.

Public comments can be a valuable source of information for board members, However, the public comment period is not a question-and-answer period. Board members are not required nor encouraged to provide an immediate response or

take action on any speaker comments.

Minutes of public meetings are a summary of discussion on all matters proposed, deliberated or decided by the Board, and thus, public comments and written materials submitted by the public will not be reflected in the minutes.

Public comments and questions may also be submitted to the board in writing for consideration at their next meeting.

### **Ongoing Use Evaluation**

The Public Comment Policy will be periodically evaluated in relation to the ByLaws of the Bloomfield Public Library and all local, state, and federal laws and regulations. The Director and Board of Trustees may update or modify this policy as needed. Questions or concerns regarding the Bloomfield Public Library or this policy should be forwarded to the Director.