PUBLIC PARTICIPATION POLICY

POLICY: It is the policy of the Lewis & Clark Library Board of Trustees to encourage public participation in Library decisions by ensuring adequate notice of meetings and including an agenda item allowing public comment at all Board of Trustees meetings.

PROCEDURES: Notice of Library Board meetings, including an Agenda and the minutes of the previous minutes are sent to local radio and television stations, the *Independent Record* one week prior to the regularly scheduled meetings, if at all possible, and no later than 48 hours before the meeting is scheduled. The upcoming agenda and minutes are posted in the main Library, each of the branch libraries, on the Library's web site and in the City/County building.

The Library Board generally meets on the third Tuesday of each month at the main Library building in the Mezzanine Meeting Room at 5:00 p.m. On occasion the Board may call a special meeting or need to change the time and date of the regular meeting. Notice of such changes will be given at least 48 hours before the meeting.

Anyone wishing to address the Board is encouraged to notify the Director in advance of the meeting so that time or additional space may be reserved for such input. However, this is not absolutely necessary, as the Board has a regular agenda item for public comment and anyone wishing to address the Board or to observe is encouraged to attend the monthly meetings. Persons wishing to speak must fill out a form to allow for accurate spelling of names and identification of those speaking for inclusion in the official minutes of the meeting. A form will be provided.

Since time is limited, the Board Chair reserves the right to set a reasonable time limit for public input on each topic. Normally, a person will be allowed five minutes per agenda item. Comments may be provided in person at the Board meeting or in writing. Written comments should be submitted to the Library Director at least 24 hours prior to the meeting.

NEW, in accordance with MCA 2-3-103
Adopted by the Board of Trustees February 19, 2008
Reviewed and approved by the Board of Trustees May 17, 2011