
Title: Public Input at Library Board Meetings

Effective Date: 01/18/23

Authorized By: Library Board of Trustees

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The Board of Trustees of the Huntington City-Township Public Library conducts its meetings in compliance with the state open meetings law. This law requires that the meetings of the Board be open for public observation, but it does not require that the public be allowed to participate in the meetings. However, the Board values the ideas and insight of our constituents and therefore, it is the general practice of the Board to allow up to 15 minutes of each meeting for public comments.

Public input at Library Board meetings will be allowed at the discretion of the Board President. If the Board President does not choose to call for public input, a majority of members present may require the President to do so.

All visitors to a Library Board meeting must sign-in. If any visitors wish to speak to the Board during the public comment period, they must check the appropriate box on the visitor sign-in sheet prior to the start of the Board meeting. Only visitors who have indicated a desire to speak prior to the start of the Board meeting will be allowed to speak during the open period.

When the Board reaches the public input section of the agenda, the Board President will equally divide up to 15 minutes between all of those who have requested to speak. No individual speaker will be allowed to speak for more than 5 minutes. The Board President will then call on those people one at a time to stand and address the Board for no more than the allocated time. No speaker can concede part of their allotted time to another to extend their allowed time.

The Board may ask questions to clarify a speaker's comments. However, the Board will not respond to questions, requests for information, or requests for action immediately. The Board will note all requests and respond at a later appropriate time after Board members have had an opportunity to consider and deliberate. The Board President may waive this restriction if the question is deemed to be of immediate concern.

Any person who wishes to have the Board respond to their request immediately, or to discuss a topic at a Board meeting, must contact either the Library Director or Board President to be placed on the agenda for that meeting. All requests must be submitted at least 10 days prior to the meeting date.

At any time during a meeting as the Board deliberates, Board members may ask for information from persons in the audience. Responses must be limited to answering the specific question asked and should be limited in time.