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## Policy on Public Participation at Meetings and Other Communications

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### **Public Participation at Open Meetings**

All meetings—including but not limited to regular, special, annual, and committee meetings—of the Board of Library Trustees (“Library Board”) shall be open to the public in accordance with the provisions of the Open Meetings Act [5 ILCS 120].

Citizens, either individually or as organized groups, are encouraged to attend any open meeting of the Library Board, either as observers or to present information and/or concerns. The Library Board recognizes its responsibility to conduct the business of the Library in an orderly and efficient manner, so time for public comments is provided as an agenda item at each regular meeting.

Persons who wish to speak to the Library Board are asked to limit their comments to three minutes. Visitors may be required to register upon arrival on a form provided by the Library. The Library Board welcomes written documentation in support of public comments, but written documentation is not required.

If the number of visitors exceeds the legal capacity of the Elizabeth L. Hall Conference Room—the usual meeting place of the Board of Library Trustees—then, in order to accommodate the number of visitors, the Library Board reserves the right to move its meeting immediately to a larger room in the Library, if one is available, continue the meeting to a date specific, or take other such measures as may be needed in order to comply with the Open Meetings Act.

### **Submission of Agenda Items**

Any organized group or individual wishing to place a Library-related item on the official Library Board agenda for discussion and/or action should contact the Library Director for this purpose at least one week in advance of the meeting. In extraordinary circumstances, and at the discretion of the Board President, any matter may be raised even though it was not included on the agenda for that meeting.

The Library Board delegates authority to its President to evaluate requests of individuals or organized groups who wish to appear before the Library Board. The Library Board reserves the right to limit discussion on any matter and/or to refer any matter to a committee for further deliberations.

### **Other Communications with the Library**

Telephone calls, e-mail messages, letters, and visits to the Library Director are encouraged; the Library Director maintains an open door policy. Appointments to meet with the Library Director are encouraged, but not required.

The Library Director or another appropriate staff member will provide a personal response to letters, telephone calls, e-mail messages (including communications via the Library's catalog or Web site), and other types of communications (such as comments placed in the Library's suggestion box), if a reply is requested or warranted.

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### **Approval History:**

- Adopted by Board of Library Trustees on Tuesday, 17 October 2000
- Revised; adopted by Board of Library Trustees on Tuesday, 18 November 2008