



509 North Main  
Maryville, MO  
64468-1610

Phone: (660) 582.5281  
Fax: (660) 582.2411

## Maryville Public Library Policy

**Section B:** EXECUTIVE BOARD BYLAWS,  
ADMINISTRATION

**Subject 100.1:** Public Comment at Board Meetings,  
Page 1 of 2 Adopted November 8, 2022

### Public Comment at Board Meetings

The public is invited to attend all meetings of the Maryville Public Library Board except those designated as an executive (closed) session. Members of the public are welcome to address comments to the Board under the conditions set forth below:

1. Each person desiring to be heard shall first complete the sign in sheet at the meeting. That form shall include the speaker's name and home address. The Board President or other designated individual may use the sign-in sheet to manage the public comment time at the meeting.
2. The subject matter of public comments shall be confined to action items on the posted agenda. Any patron or library district taxpayer desiring to be included on the agenda for the purpose of addressing the Board on a separate topic shall submit the attached written request to the Library Director or Board President five days prior to the regular Board meeting.
3. Generally, the Board of Trustees does not respond to public comments during the course of the meeting. The designated time for public comments is intended as an opportunity for the public to provide input to Board members in making decisions on the agenda or to make Board members aware of public concerns and issues by requesting a topic be included on the agenda prior to the meeting. Public comment sections of board meetings are not intended for the Board to conduct a debate with members of the public.
4. From time to time, the Board may schedule a public hearing to receive input on matters of concern to the community. The public will be provided notice of such hearings as required by law.
5. Patrons and employees are encouraged to use the established policies and procedures for offering suggestions or addressing concerns or complaints prior to bringing the issue before the Board. Those policies include but are not limited to:
  - a. For challenges regarding library materials or programs: Policy E:200 *Citizen Request for Reconsideration* and E:100 *Collection Development Policy* (including Section 7)
  - b. For appealing Denial of Service: Policy D:1000 *Denial of Service/Appeal Process*
  - c. For concerns about Discrimination and Harassment: C:200.2 *Equal Opportunity & Harassment Free Workplace*.
6. The Board believes that many issues can be resolved by communication with library staff through the customary chain of command and may refuse to address an issue if the individual or group wishing to present it has not first attempted to resolve the matter through established policies and procedures.
7. Matters regarding individual personnel are generally confidential. At no time will the Board hear comments on library support personnel outside of the established appeals processes listed above.

8. During designated public comment periods:

- a. Each person may speak up to three (3) minutes.
- b. The Board President or designated Chair of the meeting shall appoint a timekeeper.
- c. Priority of speaking time shall be given based on the status of library district residents and taxpayers, active cardholders, and in the case of Friends/Foundation Board meetings, paid Friends of the Library membership.
- d. The total time devoted to public comment shall not exceed 15 minutes.
- e. At the discretion of the Board President, and if time allows, a speaker may be granted additional time to finish a presentation. If a large number of people are present to comment on the same topic, the acting Board President may ask or require them to select a spokesperson for the group. In addition, the Board may adjust the total time for comment and/or may reduce the time allotted for each speaker.
- f. Each speaker may speak only once per meeting and may not yield or credit their time to another speaker.
- g. Speakers are asked to be courteous in their presentation. Persons displaying disruptive behavior will be asked to leave or be removed from the building.

9. These rules may be suspended by motion and majority vote of the Board.

**Request for Registering Communications and Concerns related to the Operation of Maryville Public Library (This form must be completed by each individual presenter.)**

Date: \_\_\_\_\_ To the attention of: \_\_\_\_\_

Name of presenter: \_\_\_\_\_

Are you a resident or owner of property within the City of Maryville Library taxing district?  
(Please circle one.)      Yes      No

Home address: \_\_\_\_\_ Contact #: \_\_\_\_\_

Group affiliation (if applicable): \_\_\_\_\_

Nature of Communication or Concern: *(Please attach additional page if necessary.)*

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_