



GLENCOE PUBLIC LIBRARY

PUBLIC COMMENT POLICY

Regular meetings of the Glencoe Public Library Board of Trustees (Board) are held on the third Wednesday of each month at 7:00 p.m. at the Glencoe Public Library (Library). The Board welcomes public comments and will hear from interested individuals pursuant to the guidelines outlined in this policy. Members of the public who do not attend library board meetings in person are welcome to submit comments to the Library by other means, including mail or email.

- Public comments are permitted during the Public Comments portion of the meeting agenda.
- The Board President may grant a request to address the Board during other portions of the meeting.
- The Board President will ask if anyone wishes to address the Board and will determine the order in which speakers will be recognized.
- Each speaker shall provide his, her, or their name and his, her, or their group affiliation if any.
- Comments should be brief and to the point.
- An immediate response from the Board is not required.
- Unless the Board President determines otherwise, each person may speak only once, for a maximum of three minutes.
- Members of the public will not be allowed to speak a second time until all persons who wish to speak have been allowed to speak.
- Minutes are a summary of the Board's discussions and actions. Speaker requests to append written statements or correspondence to the minutes are not favored. Generally, written materials presented to the Board will be included in the Library's file rather than in the minutes.

Adopted	Jan 19, 2011
Reviewed	November 20, 2018; September 14, 2021
Revised	Oct 21, 2015; December 18, 2024