

## **CITIZEN INPUT AT LIBRARY BOARD MEETINGS POLICY**

Carnegie-Stout Public Library conducts its meetings in public and welcomes the attendance of community members. It is important to note that while the Library Board meeting is conducted in public, it is not a public meeting. In other words, the public and/or media representatives who attend are there as bystanders, not as meeting participants.

In order to facilitate citizen input regarding Library Board actions and activities, the following procedures will be kept.

Prior to the adjournment of the meeting, the Board President will invite anyone who wishes to address the Board to speak on matters which are of concern to them. No formal or official action may be taken at this time on individual comments in keeping with the notice requirements pursuant to Chapter 21.5 of The Code of Iowa.

Individuals or groups wishing to address the Library Board on a topic for discussion or action must complete an Agenda Request Form. The deadline for requests is noon the Thursday preceding the meeting of the Library Board of Trustees. Forms are available by contacting Library Administration (attachment 1). When the matter on the agenda is ready for discussion, the individual or group wishing to address the board may speak. After recognition by the chair, name, address, and group affiliation (if appropriate) must be provided. Individuals may speak one (1) time per agenda item for a maximum of five (5) minutes. Groups are welcome to speak individually and are requested to limit comments to additional information on the topic. It should be noted that this is a time for listening and not uncontrolled debate.

Although not required by the City of Dubuque Code of Ordinances, oral presentations may be allowed at the Board's discretion. Individuals or groups wishing to address the Library Board with an oral presentation must complete an Agenda Request Form. The deadline for requests is noon the Thursday preceding the meeting of the Library Board of Trustees. Forms are available by contacting Library Administration (attachment 1) and the same process is followed as that for agenda items. The Library Board will listen to presentations and may ask questions for clarification. If there is a need for a response from the Board, it will come at a later time when the Board has had time to deliberate the issue, seek more information, or to take recommendations from the director.

*By the Carnegie-Stout Public Library  
Library Board of Trustees  
Adopted April 22, 2004  
Last Revision March 28, 2019*



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*Patty Poggemiller, President  
Library Board of Trustees*

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**LIBRARY BOARD OF TRUSTEES  
AGENDA REQUEST FORM**

***Agenda Request Form***

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

LIBRARY BOARD MEETING DATE: \_\_\_\_\_

Deadline is noon on the Thursday preceding the Library Board of Trustees Meeting.

Topic of Discussion:

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supporting Information:

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*Please return the completed form along with any attachments to Library Administration.*