

Public Comment Policy

Public Participation at Library Board Meetings and Correspondence to the Board of Trustees

At each regular and special occasion open meeting, the members of the public and library employees may comment on or ask questions of the Board of Trustees, subject to reasonable constraints.

Any individuals wishing to appear before the Board are expected to follow these guidelines:

- Individuals must submit a written request for permission to address the Board twenty-four hours before the meeting. Requests must be in writing and include the speaker's full name and address. All comments must relate to a specific agenda item.
- Address the Board only at the appropriate times as indicated on the agenda ("Public Comment") and when recognized by the presiding officer.
- Identify oneself by full name, and be brief. Comments shall be limited to 5 minutes.
- No more than 20 minutes will be allowed for each public comment period, except with unanimous consent of the Board.
- The Board President shall have the authority to determine procedural matters regarding public participation not otherwise defined by Board Policy.
- Individuals attending the Towanda District Library's Board of Trustees meetings should conduct themselves with respect and civility toward others. Abusive, profane, threatening, or harassing language and/or personal attacks will not be permitted. The presiding officer may prohibit any further comments by a speaker whose remarks violate this rule.

Correspondence sent to the Board will be reviewed at the monthly board meeting. In the meantime, if there is anything a library staff member may be able to assist you with, please do not hesitate to contact us.

Contact the Towanda District Library Board of Trustees:

By Email: libraryboard@towandalibrary.org

By Mail:

Towanda District Library, Attn: Board of Trustees

301 S. Taylor St.

Towanda, IL 61776-7582