VPL Public Comment Policy

Date Effective: 10/2023

Date(s) Reviewed by Library Board: 10/2023, 3/2025

Policy Maintenance Performed By: Library Director

PUBLIC COMMENT POLICY:

Each monthly meeting of the Vinton Public Library Board of Trustees will have a Public Comment agenda item. During the Public Comment agenda item, members of the public may address the Library Board on any subject over which the Library Board has the authority to act.

Residents may submit a public comment to the Library Director at library@vintonia.gov. Any written comments and/or requests to speak during public comment times must be submitted at least 24 hours prior to the meeting and will be distributed to board members. Submitted comments are public record, and must include the following information:

* First and Last Name
* Street Address, City, State, and Zip Code
* Library Board Meeting Date
* Comment

PUBLIC COMMENT GUIDELINES

* Individuals shall be limited to three minutes speaking time.
* A maximum of twenty minutes per meeting for total Public Comment will be set aside unless additional time is granted by the presiding officer. A majority vote of the Trustees may extend or decrease the time limitations on this rule.
* Preference will be given to individuals who did not speak at the previous meeting’s Public Comment.
* Individuals may not speak more than once during Public Comment.
* All remarks shall be addressed to the Board as a whole and not to an individual Trustee or Library staff member.
* The Board President and/or designee reserves the right to limit public comments that are determined to be in conflict with the VPL Ethics Policy.

Any individual addressing the Library Board will be asked by the presiding officer to clearly state their name and address prior to speaking so that their name may be accurately recorded in the minutes of the meeting.

GROUP PRESENTATIONS

Organized groups that wish to make a presentation longer than the time allowed will be required to contact the presiding officer prior to the meeting and be granted permission by the presiding officer.

FURTHER ACTION

Matters presented during Public Comment which require further investigation or information shall be referred to library staff, and if the Library Board determines that action is required, the item may be placed on a future agenda.