

Solon Public Library Citizen Speak/Correspondence Policy

The Solon Public Library Board of Trustees conducts all meetings in compliance with the Iowa Open Meeting Law, Iowa Code, Chapter 21. In addition, the Board welcomes citizen participation in both its special and regular meetings. 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. Citizens can also address issues or concerns with the Library Director at any time.

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

- A period of time no longer than 25 minutes will be set aside at the beginning of every meeting for citizen input.
- Citizens wishing to speak during the allotted time should notify the board by notifying the Board of Trustees via sign up at the circulation desk in person, via phone (319-624-2678) or email (admin@solon.lib.ia.us) by noon the Friday before the meeting. If time is still available, the Board may use its discretion to allot time to individuals who did not sign up in advance.
- Each individual will be allowed 3 minutes to present to the Board.
- In the event that more than 7 individuals have indicated interest in speaking, they will present in the order in which their request was received.
- All public comments shall be addressed to the Board as a whole. No comments shall be addressed to individual members of the Board, library staff, or other members of the public.
- Citizen's name will be recorded as a part of the public record.
- 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.
- This policy will be available on the Solon Public Library website. By indicating an interest in speaking, citizens agree to adhere to all relevant procedures and guidelines.
- Written correspondence to the Board must include the citizen's name, and will be included as a part of the Board Packet, made available to all Board members and posted on the Solon Public Library website. Correspondence must be received by noon the Thursday before the meeting or it will be a part of the next month's board packet.

- The Board reserves the right to amend these procedures and guidelines without notice when circumstances warrant.

We ask that the following guidelines be followed during Citizen Speak:

- When recognized by the meeting chair, please stand and clearly state your name for the record.
- Please speak clearly and loudly so all can hear, microphones may not be available.
- Keep your comments within the allotted time. If your time has elapsed, you will be notified by the Board Chair, please return to your seat.
- Board members may ask for clarification on a point, but will not comment or take immediate action on statements from the public.
- Please be polite and respectful, the Board Chair reserves the right to end the speaker's session if they are in violation of the procedures or guidelines.