



George H. & Ella M.

Rodgers Memorial Library

INSPIRING IDEAS

Policy Number: 23

Policy Subject: Public Input

Adopted By: Library Board of Trustees	Revision Number
Approval Date: October 18, 2023	Revision Date: October 18, 2023

1. Policy:

The George H. & Ella M. Rodgers Memorial Library Board of Trustees, hereinafter BOT, encourage and welcome public participation and input from Hudson residents. The purpose of this policy is to ensure that interested individuals are allowed time to address the BOT, while permitting the BOT to conduct its meeting in an efficient and effective manner.

2. Procedure:

Public comments are only permitted during the time designated on the meeting Agenda.

Each speaker will have a maximum of five minutes unless prior approval is obtained by BOT. Public Input session will not exceed 30 minutes. Prior notification to the BOT is required for longer presentation.

The Chair of the BOT, is the designated spokesperson for the BOT. As spokesperson, the Chair will call names from the sign-in sheet in the order they are listed.

The Chair and BOT shall not engage in dialogue with the speakers, and there shall be no debate.

When addressing the BOT, all speakers are to conduct themselves in a civil manner. Comments should be brief and to the point. Negative comments to individual Board members and Library personnel will not be tolerated, nor will repetitive comments or language that is considered offensive, harassing, or profane. If necessary, it is the responsibility of the Chair to declare the person out of order and to refuse him or her permission to continue to address the BOT. The Board Chair may terminate the speaker's privilege to address the BOT if the speaker does not follow these rules of order.

A sign-in sheet will be available for audience members to let the BOT know they wish to participate during the public input period. The sheet will require name, address and group affiliation (if any) of the person wishing to make public comments. Anyone refusing to identify him or herself will not be permitted to speak. As a courtesy, it is appreciated if notice of an intention to speak is given to the Library Director or Chair in advance of the meeting. Groups wishing to comment must select one representative to present the group's view.

Complaints regarding individual employees, other individuals and/or any matter that may, in the opinion of the BOT infringe on another person's rights of privacy will not be allowed, such matters must be directed to the Library Director who will bring such concerns to the BOT in non-public session under RSA 91-A:3, II(a).

Additional Agenda items will not be added after public input, and there is no guarantee that suggestions brought forth by the public during the input session will be addressed by the BOT at a future meeting. The BOT may refer any matter of public input to the Library Director, RML staff, or the appropriate agency for review.

All comments made during the public input session become part of the meeting record and BOT minutes will reflect the name of any speakers and the substance of any comments. Any materials presented to the BOT will be included in RML's files rather than the minutes.