

SLPL - Public Comment

Adopted: September 8, 2025

Meetings of the Spirit Lake Public Library Board are open to members of the public and the board welcomes the attendance of community members. Interested community members are offered the opportunity to address the Board during the public comment period of the agenda. No formal or official action may be taken at this time on individual comments in keeping with the notice requirements for agenda items.

In order to provide a fair opportunity to every person that desires to address the Board, the Board has established the following guidelines for public comment conduct:

1. Any person wishing to address the Board must sign the Public Comment Sign-in Sheet and provide his or her name, address and telephone number.
2. In the absence of special circumstances as determined by the President of the Board, individuals will be called to comment in order in which they have signed in.
3. Each speaker will be asked to begin by stating their name and then may take up to three minutes to make their comments.
4. Total time for public comment shall not typically exceed 30 minutes.
5. The Board of Trustees acts as a body. Individual trustees have no power or authority to act on behalf of the Library. Therefore speakers are not to address nor engage in dialogue with individual trustees or members of the audience during the public comment period. Comments are to be addressed to the Board as a whole.
6. If five or fewer speakers have signed in, and at the request of any trustee, the President of the Board shall allow questions from trustees to speakers for purposes of clarification, limiting the time for discussion as the President deems appropriate.
7. Speakers are asked to understand that specific questions cannot be answered in dialogue format by the Board of Trustees. Acting as a Board, and only as a Board, the trustees will consider comments and questions and may direct library staff members to provide information at a later date.

In addition to these guidelines, the public is not normally invited to participate or contribute to the discussion of business on the agenda. An exception is a person who has been invited to speak, make a presentation, or in some other way provide information to the Board.