

Public Comments Policy

(Adopted January 2023)

The Library Board of Trustees of the Plainfield-Guilford Township Public Library provide an opportunity for constituents to provide public comment at regularly scheduled meetings of the Library Board.

Unless otherwise noted, the Library Board meets on the third Tuesday of the month at 7:00 pm in the Carnegie Room on the second floor.

Those wishing to speak during the board meeting must complete the form below and submit it to the Library Director before the meeting at which an individual wishes to speak is called to order.

Those wishing to speak will be afforded an opportunity to speak during the "Forum For Visitors" section of the agenda.

The maximum time allocated during the meeting for public comments will be fifteen (15) minutes; the maximum time allocated per speaker will be five (5) minutes.

In the event of more than three (3) speaker requests, the Library Board President will divide the fifteen (15) minutes allocated for public comments by the number of individuals who have formally requested to speak to determine the maximum amount of time allocated to each speaker.

The Library Board takes its governance responsibilities seriously. In the interest of making an informed decision, the Board may need to gather more information. Therefore, the Board may not necessarily respond to speakers during the meeting at which issues or concerns were raised. In this case, comments will be noted and may be responded to at a later time after board members have had sufficient time to consider and deliberate the issue or concern raised by speakers.

Name of Speaker:

Address:

Subject of Comment:

Date of Board Meeting:
