

**Carnegie-Stout Public Library**  
**POLICY ON CITIZEN INPUT AND CITIZEN**  
**CONDUCT AT LIBRARY BOARD MEETINGS**

**Citizen Input:**

Individuals or groups wishing to address the Library Board should complete an Agenda Request Form and request that an item be put on the agenda for discussion or action at a regular Library Board Meeting. The deadline for such requests is noon on the Thursday preceding the meeting of the Library Board of Trustees and forms are available in Library Administration (Attachment 1).

**Citizen Conduct at Meetings:**

Citizens are welcome and encouraged to attend any and all meetings of the Carnegie-Stout Public Library. In order to facilitate citizen input regarding Library Board actions and activities, the following procedures will be followed at all meetings:

**Agenda Items**

1. You may address any item on the agenda by stepping to the podium when that item is up for discussion.
2. After recognition by the chair, state your name, address and group affiliation (if appropriate).
3. You may speak one (1) time per agenda item for a maximum of **five (5) minutes**.

**Oral Presentations**

Although not required by city code of ordinances, oral presentations may be allowed at the Board's discretion. The "oral presentations" section of the agenda is your opportunity to address items not on the agenda. The following procedures will be followed:

1. You may speak to one (1) issue per meeting.
2. Please step to the podium, and after recognition by the chair, state your name, address and group affiliation (if appropriate).
3. You may speak for a maximum of **five (5) minutes**.

The Library Board will listen to your presentations and may ask questions for clarification. It should be noted that this is a time for listening, not uncontrolled debate. If there is a need for response from the board, it should come at a later time when the board has had time to deliberate the issue, to seek more information, or to take recommendations from the director.

It is important to note that a Library Board meeting is a meeting conducted in public, not a public meeting. In other words, the public, and possibly media representatives, are there to watch the board work, not to participate in the board meeting.



*By the Carnegie-Stout Public Library  
Library Board of Trustees  
Adopted April 22, 2004  
Revised April 23, 2009  
Revised, February 7, 2013  
Revised, January 28, 2016*

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*Jenny Weiss, President  
Library Board of Trustees*

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**Carnegie-Stout Public Library  
LIBRARY BOARD OF TRUSTEES  
AGENDA REQUEST FORM**

**Agenda Request Form**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

LIBRARY BOARD MEETING DATE: \_\_\_\_\_

Deadline is noon on the Thursday preceding the Library Board of Trustees Meeting.

Topic of Discussion:

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Supporting Information:

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*Please return the completed form along with any attachments to Library Administration.  
Thank you.*