

# North Valley Public Library

## Public Participation Policy

Approved 5/16/2018. Reviewed 6/16/2021. Reviewed 3/18/2026.

The North Valley Public Library Board welcomes public input at its meetings. Each agenda item is open for public input before the Board deliberates on that item. To assure adequate notice and assist in public participation, the board posts its agenda in the front window of the library, on the library website, and town hall. The agenda is posted at least 48 hours before the meeting. The agenda is also sent to Ravalli County to post on their calendar. The Ravalli County Commissioners' Assistant receives it at least 3 working days before the meeting. Notice of the monthly meetings will be submitted to the Bitterroot Star.

1. The "Public Comment" agenda item at the beginning of the meeting provides members of the public the opportunity to comment on any agenda item, or a non-agenda item of significant public interest about the library.
2. The board often discusses an agenda item before a motion is made. The board chair can ask for public comment at that time. After a motion is made and seconded the board may discuss the motion further. Public comment can be invited again before the board votes on the motion. During Board deliberation, the public is asked to refrain from commenting unless responding to a specific question from the Board chair.

Generally, the board meets monthly on the third Wednesday of each month at 3 p.m. in the Community Room of the library. If the location or date changes, the agenda indicates the alternative public location. Infrequently, such as a pandemic, the board may meet in an open electronic meeting. On occasion, the board may call a special meeting or need to change the time and date of the monthly meeting. Notice of changes are posted as outlined above.

It is recommended that anyone wishing to address the Board notify the director at least 48 hours before the meeting so that time may be reserved for such input.

Everyone wishing to speak must inform the secretary of their name and address to ensure accuracy in the official minutes of the meeting.

The Board chair reserves the right to set reasonable time limits for public input on each topic. Normally, a person will be limited to five minutes per agenda item. Comments may be given orally or in writing. Written comments should be submitted to the library director at least 24 hours prior to the meeting. Thank you for your interest in the library and the Board, and for your assistance in keeping our meetings orderly.