

**TITLE:** Public Participation at Library Board Meetings  
**POLICY NUMBER:** 110  
**EFFECTIVE DATE:** 04/19/2023  
**REVIEW DATE:** October 2024  
**SUPERSEDES:** N/A



## Article 1: Philosophy

The functions of the Board of Trustees of the Waukegan Public Library are to establish library policies, to approve and monitor the annual budget, to determine the library's strategic directions and service philosophy, and to hire and evaluate the Executive Director. To fulfill these duties, the Board usually meets monthly for Committee of the Whole and a Regular Board meeting. On occasion, individual committee meetings are also held separately. Board meetings are held pursuant to the Open Meetings Act (5 ILCS 120). The Board welcomes members of the public and establishes the following guidelines for public participation.

## Article 2: Public Participation

### Section 2.1 - Guidelines for Public Comment

The Board shall provide a period not to exceed twenty five (25) minutes at the beginning of the order of business for public comment. Comments are limited to three (3) minutes per person. If time permits, the President may grant an extension up to five (5) minutes. The business of the Board shall commence no later than twenty five (25) minutes after the beginning of Public Comment.

Standing committees shall provide opportunities for Public Comment at the beginning of each meeting. For all standing committees of the Board, a period of fifteen (15) minutes shall be provided for public comment, and no individual speaker may speak longer than three (3) minutes.

Interested members of the public have two methods to provide comment: 1. Those who are not attending in person may submit written comments to the email address listed on the board agenda within the time requirements noted. 2. Those attending in public are asked to sign in on the registration form provided at the entry to the meeting room. Once the meeting has been called to order, the Board Secretary (or designee) will call the speakers forward in chronological order.

Public participation is documented in the meeting minutes and part of the public record. Electronically submitted comments will be read into the record and denote the participant's name. All speakers who attend in person will also be identified by name as they are called forward to speak.

A person addressing the Board shall limit comments to items within the jurisdiction of the Waukegan Public Library Board.

Speakers will not be permitted to cede time to another speaker. When several members of a group with a common purpose attend a meeting, the Board requests that the group designate a single person to speak for the group.

Speaking in Public Comment does not initiate a conversation with the Board during a meeting. An exception may be made in rare instances, such as answering a brief question that has a straightforward answer, providing brief information for educational purposes, or directing speakers to the appropriate staff member.

Any speaker who would like a response from the Board must email the Board Secretary directly following the meeting and summarize their comment or question. In most cases, the Board will consider those comments and may respond at a future date.

### Section 2.2 - Guidelines for Recording

Any person may record an open meeting by video, audio, photographic, or other means. Setting up recording equipment will not delay the meeting or public comment. Neither the meeting nor public comment will be delayed due to a citizen setting up recording equipment. Recording shall not interfere with the conducting of an orderly meeting. Nor shall it distract or disturb Trustees, other meeting participants, or members of the public. Equipment must be placed in the designated location.

Recording by a member of the public will be prohibited or terminated if the recording process is disruptive to the meeting or if the meeting is closed to the public.