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Open Forum Policy	Policy Adopted: June 3, 2024 Review Date: June 2029

Public Participation at Keene Public Library Board of Trustees Meetings

The purpose of Keene Public Library Board meetings is to enable the board to effectively and efficiently manage the affairs of the library. However, the board values public opinion and it is the board's policy to set aside a segment of its meetings for public comment. All Library Board meetings will be included on the Town of Keene's online calendar, and notifications will be posted on the Town of Keene's website and social media accounts.

The procedure is that each board meeting agenda will include an Open Forum. Members of the library's service area (Keene Central School District residents) or non-residents who have a relationship with the library wishing to speak during the Open Forum will indicate this by emailing the Keene Public Library at **keenepubliclibrary@outlook.com**. The email should include the requestor's name, organization (if any), address, phone # and topic to be addressed. The text can be copied and passed to the board president any time before the agenda item Open Forum is announced. Typically, the board agenda lists Open Forum after Items for Discussion.

Each person speaking may take up to five minutes if necessary. During a board meeting, a quorum of the board present may determine to extend, reduce or eliminate Open Forum and/or the time allowed to individual speakers.

During Open Forum speakers may express their opinions on the affairs of the library. Speakers are expected to honor the Patron Code of Conduct and should refrain from making public comments that are critical of specific library staff

members. Complaints about a particular individual should be taken to the library director or the board president during regular business hours.

The president of the board and/or the library director may address comments and concerns raised in Open Forum if it is appropriate to do so. At times, the board president or library director may need to gather information or take certain issues under advisement and will respond to the speaker later.