

## Littleton Public Library

### Public Comment Policy

A. Anyone (Littleton residents and non-residents) can attend any meeting of the Littleton Public Library Board of Trustees. Open-to-the-public does not mean the right to speak at the meeting, however. Nobody has a right to disrupt a meeting or to speak without being invited. New Hampshire's Right-to-Know Law (RSA 91-A) gives a right to attend only, not a right to participate.

B. Therefore, to ensure that any who do wish to speak may be heard, the agenda of the Board of Trustees meeting shall include a period of up to 15 minutes for public expression; provided, however, that this period may be extended by motion and by a majority vote of the Library Board of Trustees for good cause shown. This is the only time during the meeting that the public may contribute to the meeting. Observers may not participate in the work of the Board.

C. To ensure that the work of the Board of Trustees progresses in a timely fashion, each person wishing to make comment to the Board shall be given one period of up to 3 minutes to speak. Individuals wishing to speak must sign their name, address, and the subjects on which they wish to address the Trustees on a sheet provided in the meeting room prior to the start of the meeting. Each speaker shall state their name and address at the beginning of their comments for inclusion in the official record of the Board.

D. Speakers are not to address nor engage in dialogue with individual trustees during the public comment period. Comments are to be addressed to the Board as a whole. Trustees are not obligated to respond to comments from the public. Issues requiring possible action by the Board may be added to a future meeting agenda, and issues that can be addressed by library administration will be noted. Trustees will not engage individual speakers in dialogue nor ask or answer questions during the presentation, with the following exception: at the request of any Trustee, the Chair of the Board shall allow questions from Trustees to speakers for purposes of clarification, limiting the time for discussion as the Chair deems appropriate.

E. Individuals attending board meetings must conduct themselves with respect and civility toward others. Abusive, profane, threatening, or harassing language and/or personal attacks will not be permitted. No person shall be allowed to use the public participation period for the purpose of discussing, speaking about, or addressing any issue or issues not relevant or germane to the Littleton Public Library. Any such discussions, comments, actions, or announcements shall be considered as out of order, and the Chair, upon a motion from a member of the Board or of his/her volition, shall rule said person out of order and comments shall be terminated forthwith.

F. The Board Chairman shall have the authority to determine procedural matters regarding public participation not otherwise defined in the policy.

*Adopted by the Board of Trustees June 26, 2024.*