

## **Board Meeting Policy**

The Muncie Public Library Board of Trustees (hereafter referred to as the Board) meets monthly at a time and place determined by the annual schedule unless otherwise changed by the Board.

The Board conducts its meetings in public, but they are not public forums. However, the Board recognizes that public input is important to the democratic process. Therefore, to balance the need to conduct business in an expedient, effective manner and listen to public comment the Board adopts the following procedures:

- The agenda will include a place for public comment and input.
- During the public discussion period the Board President or designee will invite the public to comment after giving his/her name, address, phone number, and the organization they represent, if any.
- Every person will be given three (3) minutes to talk about the issue or concerns they have that relate to the Library unless their issue(s) or concern(s) have been addressed by someone else or involve personnel.
- It is the policy of the Board to listen but not comment on public input. If a response is appropriate, a response will be given in a timely manner.
- The Board President or their designee may ask at any time if there are new facts or information on a particular subject. If there are no new facts or information the President or their designee will close discussion on that issue.
- Monthly business meetings may be filmed by the media with prior arrangements with the Director. Committee meetings may not be filmed.