



Illinois Heartland Library System

MEMO TO: IHLS Executive Committee
FROM: Leslie M. Bednar
DATE: February 11, 2020
RE: Draft Public Comment Policy

Background

The lack of a public comment policy came to the attention of IHLS staff in spring 2019, and it seemed prudent to have such a procedure in place. The matter was thereafter referred to the Policy and Membership Committee.

Activity

In January 2020, two committees took action on a proposed public comment policy. The Policy and Membership Committee settled on a draft which was then sent to the Executive Committee for consideration. In their deliberations, the Executive Committee made two slight changes to the original draft. The updated version was shared with the Board at that month's meeting.

Following the January 28 Board meeting, the draft policy as presented was posted to our website for consideration and comment. That feedback is attached.

Process

To date there has been no February Policy and Membership Committee meeting.

The draft policy is scheduled for a second reading at the February 25 Board meeting for possible changes and adoption.

Thank you for your consideration and input.

DRAFT PUBLIC COMMENT POLICY FOR IHLS BOARD MEETINGS

January, 2020

The Illinois Heartland Library System Board of Directors allows for public comment during a meeting.

Those wishing to make a public comment need to appear at an IHLS hub, and should identify themselves at the beginning of each meeting as attendees at each location are recognized and indicate that they would like to speak during the public comment section of the agenda. They will also be asked to identify themselves when called at that point in the agenda. Comments will be limited to (5) minutes or less for a total of (30) minutes. If more than six people wish to speak, the 30 minutes allowed will be divided equally among all the speakers. The secretary will monitor the allotted time. If needed, that time can be extended at the discretion of the board. Each speaker must maintain civility and shall not disrupt the meeting by using obscene or threatening language. Any person who does so, or who poses a threat to public safety, will be removed from the meeting and the library.

In compliance with the Open Meetings Act, actions may not be taken on items not already on the agenda, but action may be deferred to a later Board meeting at the discretion of the Board. The Illinois Heartland Library Board is not required to respond to remarks made during the public comment section.

[The draft of the Public](#)

Maria Dent on Fri, 01/31/2020 - 16:43

The draft of the Public Comment Policy is worded clearly and conveys the guidelines well.

[Public Comment Policy](#)

Kathleen Bennett on Tue, 02/11/2020 - 10:27

The policy clearly states fair and judicious guidelines for public comment.

[DRAFT PUBLIC COMMENT POLICY](#)

Alice I. Lee on Sat, 02/01/2020 - 07:38

I do not see any problems with this proposed item.

[Comment on Proposed Public Comment Policy](#)

Diana Donahoo on Sat, 02/01/2020 - 07:53

Looks good. Very similar to our library's policy.

[No changes, looks good](#)

Mary Lamping on Sat, 02/01/2020 - 21:26

No changes, looks good

[Proposed Public Comment Policy](#)

David Parker on Sun, 02/02/2020 - 18:42

I think that this is perfectly reasonable and fair. I support this.

[I appreciate that the public](#)

Hope Nottmeyer on Mon, 02/03/2020 - 08:17

I appreciate that the public commentary procedure is made simple for those who want to comment. The procedure seems clear and efficient!

[I appreciate that the](#)

Hope Nottmeyer on Mon, 02/03/2020 - 08:18

I appreciate that the procedure is made simple for those who want to comment. The process seems clear and efficient.

[The policy is well written.](#)

Gayla Wilkerson on Mon, 02/03/2020 - 09:28

[Public Comment Policy](#)

Rick Balsamello on Mon, 02/03/2020 - 11:09

This looks fine for official meetings. Will this end the practice of extending possible policy changes for comment online?

[Comment on Proposed Policy](#)

Alyson Thompson on Mon, 02/03/2020 - 11:10

I agree. It looks good, and is very similar to our policy.

[Solid](#)

Ryan Johnson on Mon, 02/03/2020 - 13:10

I see no issues.

[Public Comment Policy](#)

Donna Corry on Mon, 02/03/2020 - 13:37

It looks very good to me.

[This looks reasonable to me.](#)

Alex Fisher on Mon, 02/03/2020 - 13:43

This looks reasonable to me.

[Public Comment Policy](#)

Susan Colbert -... on Mon, 02/03/2020 - 13:51

The proposed policy looks reasonable and adequate.

[the changes you made look](#)

Diane West on Tue, 02/04/2020 - 11:11

the changes you made look good.

[Public Comment Policy](#)

Brenda Shipley on Tue, 02/04/2020 - 12:57

This looks good to me.

[Public Comment Policy](#)

Leah Dugan on Tue, 02/04/2020 - 13:03

Looks good.

[Public Comment Policy](#)

Lori Rich on Tue, 02/04/2020 - 13:28

The only thing I would suggest to possibly make the meetings run smoother would be; anyone wishing to speak must sign up prior to the meeting, and provide a sign-in roster to determine the speaking order. This is what our policy requires, in addition our policy states that a written summary of the public comments will be recorded in the minutes of the Board meeting.

[Public Comment Policy](#)

Jill Goodman on Tue, 02/04/2020 - 16:30

I like the wording of the policy and the structure of the comment process makes sense. It should be easy to execute.

[Public Comment Policy](#)

Donald Pippin on Tue, 02/04/2020 - 18:00

"Those wishing to make a public comment need to appear at an IHLS hub" "Any person who does so, or who poses a threat to public safety, will be removed from the meeting and the library." Shouldn't these two sentences match for the location of the person making the comment.

[Public Comment Policy](#)

Scott Drone-Silvers on Wed, 02/05/2020 - 16:05

On balance, i believe the policy is straightforward and easily understood. I do have one question, related to the # of public comment sections on each agenda. If there will continue to be two such portions of each Board agenda, does the 30 minutes get split up between the two items, or could you have two separate public comment sessions, each up to 30 minutes?