



LIBRARY BOARD OF TRUSTEES PUBLIC COMMENT POLICY

The Botetourt County Library Board of Trustees welcomes input from stakeholders in Botetourt County.

All regular open meetings of the Board will include an opportunity for public comment and are advertised on the Library website at www.bocolibraries.info.

Due to time constraints, the trustees will be unable to provide an immediate response after comments are made; however, the trustees will determine if an issue needs to be referred for action or further study.

Guidelines

- Speakers must be residents of Botetourt County or owners of property in Botetourt County.
- Speakers may address any subject related to library operations, such as programming, the collection, or facilities. No discussion of personnel or politics will be permitted.
- Speakers must register to speak at least 24 hours before the meeting by contacting Library Director. They will be asked to provide their name, address, and email or other contact information.
- The time for each speaker's comments and the number of speakers at a particular meeting will be limited, depending on the length and complexity of the day's agenda. The public comment period will be no longer than 15 minutes total.

Process for In-person Public Comment

1. Registered speakers can find the time and place of the meeting on the library website and should arrive in time to present their comments at the beginning of the meeting.
2. Speakers will have 3-5 minutes to present their comments. They should begin by stating their name and their area of residence in the County along with the name of any organization they might represent.
3. In general, the agenda will not allow time for discussion or response during the meeting from the Library Board members.
4. Speakers may choose to leave after their comments, or they may stay for the meeting.

Process for Sharing Comments

1. When they register, speakers may arrange to comment in person, by phone, or virtually. Such an arrangement may be made whether the meeting itself is virtual or in-person.
2. Citizens may also address written comments by mail to the Library Director at 57 S. Center Dr, Daleville, VA 24083 or by email to bocolibraries@botetourtva.gov.

Adopted 8/10/2022