

Public Comments and Concerns Policy
Approved by the Library Board of Trustees
Approved December 2022

The Shelby County Public Library board welcomes comments from the public on matters related to the Shelby County Public Library (SCPL).

Any person or group having an interest in the operation of the Library may, in accordance with this policy, present a request, suggestion, comment, or concern related to the operations of the Library. Public comments at the Shelby County Public Library Board of Trustees meetings are reserved for individuals who reside in, own property in, or are business owners that operate within the SCPL District.

Public speakers will be limited to three (3) minutes to state their comments, questions, or concerns on items being considered for adoption by vote of the Board, as well as on discussion items/reports noted on the agenda. Public comment will be restricted to the subject matter described on the agenda. No additional time will be granted.

Persons desiring to speak must fill out and return the “Request to Address the Board” form (found at the end of this policy) to the Library Director. This must be done one week in advance of the Board Meeting in order to be placed on the agenda. Board meetings are held on the first Thursday of the month, unless otherwise noted on the website (www.myshelbylibrary.org).

Persons attending the Library Board meetings will be asked to sign in, providing their name, home/business address, group affiliation (if any), and topic they are addressing.

Concerns related to items in the Library’s circulating collection, programs, or displays shall be submitted in writing using the Request for Reconsideration of Materials Form. Concerns thus submitted in writing will be reviewed by a committee and a written response will be provided. For more information, please review our [Collection Development Policy](#) (which can be found on our website).

No public commenter may present charges or complaints against individual employees of the Library or Board members without first presenting such charges or complaints through the Director. Charges/complaints against employees must be in writing and signed by the complainant. An executive session may be called to discuss such matters.

Comments should be made in the form of statements and speakers may not engage the Library Board in a question-and-answer exchange during the

meeting. There will be no debate or confrontation with the Board. Statements should be kept factual to the speaker's concerns.

Polite and professional interactions are expected; the Board will not tolerate abusive or inappropriate language or statements including, but not limited to, any of the following type of statements or language:

- Threatening
- Harassing
- Illegal
- Defamatory
- Libelous
- Hostile
- Personal Attacks

Any materials a speaker wishes to distribute to the Board should be given to the Board Secretary or Library Director for dissemination to the Board.

The Board President may take appropriate action to maintain order at a meeting, including stopping the speaker, limiting comments, or removing any person who is willfully disruptive during the meeting.

Request to Address the Board

Please fill out this form legibly and clearly. Return to the Library Director.

Date:

Name:

Address:

Phone Number:

Email:

Subject of your request:

For library use only:

Date Received by Director:

Date of Board Meeting:

Added to agenda: yes no

Signature:
