

**Subject: Public Participation in Library Decision Making**

**Purpose:**

To provide the citizens of Montgomery and Floyd Counties the opportunity to voice concerns or opinions regarding library issues.

**Policy:**

Citizens are welcome at any open meeting of the library board either as observers or to present information and concerns to the board. Library board meetings will be held in compliance with Commonwealth of Virginia laws governing meetings of regulatory groups. Any member of the public who wishes to speak to the board is asked to register upon arrival, and to indicate group affiliation if speaking on behalf of anyone other than self. At the time allotted for public address, each speaker may address the Board for a maximum of five minutes about library issues. No more than 30 minutes in a single meeting will be allotted to public address. Library administration and the board welcome written documentation to support or restate information and concerns, but written documents are not required. Any group or individual wishing to place a library-related item on the official agenda for action should contact the Library Director in advance.

The Library Director maintains an open door policy and encourages telephone calls, comment cards, emails, letters, and visits from patrons. Appointments to meet with the Director are preferred, but not required. The Director or appropriate staff will respond to patron questions or concerns within five workdays.

**Attachments:** None

**References:** Virginia Freedom of Information Act §2.2-3700

**Approval:**

Montgomery-Floyd Regional Library Board of Trustees  
August 15, 2001; revised September 15, 2010; May 20, 2015.

May 20, 2015

Date



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Margaret Christle, Chair