Public Participation Policy

The Three Forks Community Library Board of Trustees welcomes public input at its meetings.

Each agenda (unless otherwise specified) will be open for public input before the Board deliberates on that item. The board will post their agenda on the library bulletin board and at city hall at least 72 hours before the meeting. Generally, the board meets at 4:15 p.m. on the second Wednesday of the month. On occasion the board may call a special meeting or need to change the time and date of the monthly meeting. Notice of such change will be given at least 48 hours before the changes are made.

Since time is limited, the Board chairperson reserves the right to set reasonable time limits for public input on each topic. Normally, each person will be limited to 3 (three) minutes per agenda item. Comments may be given orally or in writing. Written comments should be submitted to the library director at least 24 hours prior to the meeting.
While it is recommended that anyone wishing to address the Board notify the director at least 24 hours before the meeting so that time may be reserved for such input, it is not absolutely necessary.

Everyone wishing to speak must fill out a form to allow for accurate spelling of names and identification of those speaking on the various items for inclusion in the official minutes of the meeting. The form is available on the meeting room table.

During Board deliberation, the public is asked not to make any comments unless responding to a specific question asked by the Board chairperson.

Thank you for your interest in the library and the Board.

Adopted by the board of trustees February 2008
Revised & Approved February 2009
Revised and Approved September 2016