

**Mexico Public Library**  
**Public Comment at Board Meetings Policy**  
**Approved at November 8, 2023 Board Meeting**

PURPOSE: To facilitate input from the broader library community, Library Board of Trustees meetings shall include public comment periods.

POLICY: Library Board of Trustees meetings shall include one public comment period, before the close of each meeting.

The comment period will be limited to 30 minutes, unless extended by the Board. Each person wishing to speak during a public comment period will be limited to five minutes.

RESPONSIBILITY: The Board President, or whichever trustee is chairing the meeting, shall oversee application of this policy.

PROCEDURE: Members of the public may submit public comment in-person at the Board meeting. Additionally, they may submit public comment via email [mexlib@ncls.org](mailto:mexlib@ncls.org) by 4 PM the day of the meeting. Subject of email should read PUBLIC COMMENT. The email comment will be read during the comment period of the meeting.

All individuals submitting public comment, in whatever format, must provide their name and address for public record.