

Public Library of Union County

Title	Community Engagement and Transparency Policy
Date of Adoption	Dec-11-2023
Approved By	Public Library of Union County Board of Trustees
Last Reviewed/ Revised Date	Dec-11-2023

PURPOSE

The Community Engagement and Transparency Policy of the Public Library of Union County (PLUC) establishes rules and guidelines for community participation at PLUC Board meetings, public input and public access to information. The Public Library of Union County (PLUC) is committed to being open, honest and accountable to the community through transparency of information and insight into decision making.

SCOPE

This policy applies to all regularly scheduled and special meetings of the PLUC Board where public business is discussed. Information related to PLUC board meetings and PLUC public business will be accessible to the public via the PLUC website or via a request to the library director.

Any PLUC Board meetings or portions thereof (which are referred to as Executive Sessions) where the topic to be discussed is information that addresses personnel matters, real estate transactions, pending or imminent litigation and matters related to potential legal issues are excluded from this policy and are considered closed and information related thereto will not be made available to the public.

POLICY

1. BOARD MEETINGS

Any community member may attend a regular or special Board meeting (except closed meetings and/ or Executive Sessions). In order to participate in a Library meeting, members of the community must:

- A. Sign the sign-in sheet, listing their full name, contact information, and address. If the meeting will be convened virtually, members of the community wishing to attend should contact the Library Director's office in advance to request the Zoom link. At that time they must provide their full name, contact information, and address.
- B. State their full name before speaking.
- C. Refrain from the use of abusive, obscene or defamatory language, libelous statements, and threats of violence or threatening/intimidating behavior.
- D. Refrain from shouting out, jeering, interrupting, or disrupting the meeting.

Speakers may comment on any agenda item, matters related to agenda items or matters related to library business. It is not appropriate to address personnel issues during a public board meeting. Patrons should contact the PLUC Library Director to provide feedback on employees.

Speakers should be as brief as possible. Each person or any representative of a group shall speak no more than five minutes. The total time devoted to public comments may be limited to thirty minutes at a given Board meeting. If time does not allow for all to speak, the Library Board may carry over the item under consideration to the next meeting to enable community members who have expressed a desire to speak to do so.

If a member of the public violates this policy, they may be issued a warning, may be prohibited from addressing the Board, may be asked to leave or may be removed from the meeting.

Library Board members and the Library Director shall have the privilege of asking questions of any person who addresses the Library Board. Library Board members or the Library Director may enter into a dialogue with a speaker for the purposes of clarification and information.

The Library Board is under no obligation to respond to questions posed during public comment. The Board reserves the right to further review, evaluate and consider all information provided during public comment without the need for making an immediate recommendation or for taking immediate action.

Consistent with other provisions of this policy, the Library Board President shall be responsible for the orderly conduct of the Board meeting and shall rule on such matters as the time to be allowed for public discussion, the conduct of community members at the meeting, and the appropriateness of the subject being presented. The Library Board President shall have the right to discontinue any presentation by a speaker or to dismiss from the meeting any member of the public who violates this policy.

2. TRANSPARENCY

PLUC is committed to public transparency such that the public business of PLUC will be conducted openly with information freely and proactively made available to the community.

The following information will be made available to the public via the PLUC website:

- Date, time, and location of PLUC Board meetings
- Year End Reports
- Policies (some policies related to personnel/ security matters will be restricted)
- Calendar of Events and Programming
- Newsletters
- Names of all Board members
- Name of the Library Director and contact information for the Library Director

When a document contains personal information, that information will be redacted prior to being made available on the PLUC's website. Board Meeting agendas and meeting minutes can be obtained via the Library Director.

Community members are encouraged to reach out to the Library Director via email (Director@publibuc.org) or phone (570-523-1172).

WEBSITE ADDRESS

unioncountylibraries.org

HISTORY OF UPDATES

New Policy