

#### IV. Legislation, Policies, and Guidelines

##### C. Guidelines – Board Communication and Public Comment Guidelines – Action item

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The Idaho Board of Library Commissioners may choose to include time for public comments on any of its meeting agendas. The Board may also receive email comments from members of the public outside of meetings. Establishing guidelines for various forms of communication will help ensure efficiency in meetings and clarify expectations for trustees and members of the public.

The proposed guidelines below were initially reviewed and discussed by the Idaho Board of Library Commissioners during its August 10, 2023, regular meeting. Proposed updates to the guidelines are noted in red.

##### **Proposed public comment guidelines for Idaho Board of Library Commissioners meetings**

- The Board may choose to accept public comments at any of its meetings, though it is not required to do so. Meeting agendas will indicate whether there is time reserved for public comment. In most cases, the public comment period will be scheduled for the end of the meeting.
- If the Board chooses to accept public comment at a meeting, the comment period will be scheduled for up to 15 minutes total.
- Members of the public must indicate if they wish to provide comments at the meeting. The Board chair will call on individuals when it is their turn to speak.
  - For in-person meetings, members of the public will indicate that they wish to provide comments by checking a box on the meeting sign-in sheet. The Board chair will call on individuals in the order they signed up.
  - For Zoom meetings, members of the public will indicate that they wish to provide comment by raising their hand when the Board chair opens the public comment period. The Board chair will call on individuals in the order of the Zoom queue.
    - On a computer or tablet, individuals can raise a hand by going to the meeting/webinar controls, clicking “Reactions,” and then clicking “Raise Hand.”
    - When calling into a Zoom meeting by phone, individuals can raise a hand by dialing \*9.
  - For hybrid meetings, the Board will accept comments both in-person and through Zoom, following the processes outlined above.
- Individuals providing public comment will state their first and last name, **address, and relationship to Idaho libraries** for the public record. Individuals will each have a maximum of three minutes to speak. They may not cede or pass their time to another speaker.

##### **Proposed public comment guidelines for email to Idaho Board of Library Commissioners**

- Members of the public are welcome to contact the Idaho Board of Library Commissioners using the Contact a Commissioner form available on the Idaho Commission for Libraries website.
  - Direct link to the contact form: <https://form.jotform.com/201345760385152>
  - Or follow a link from the Board of Commissioners page: <https://libraries.idaho.gov/board-of-commissioners>

- At regular Board meetings, the Board chair will provide a summary of comments received through the contact form since the last meeting if the comments relate to an agenda item or are relevant to the proceedings. Members of the public are advised to submit communication by 3 p.m. the day prior to the meeting to ensure that commissioners have adequate time to review their comments.
- Individual members of the Board may choose to respond to email messages. However, they may not speak on behalf of the entire Board.
- Individual Board members should not discuss or deliberate on communications to/from members of the public with other Board members outside of a meeting.
- Comments submitted through the Contact a Commissioner form and responses are subject to public records requests. ICfL staff have access to form submissions for up to one year, at which point messages are deleted. **Board members may choose to respond to public comments using agency-issued email accounts. Board members must copy the State Librarian on all email responses.**

**Suggested motion:** I move to approve public comment guidelines for Idaho Board of Library Commissioners meetings and email communications, as outlined in Board document 24-16.

**MSC:** \_\_\_\_\_