

Public Comment Policy

Revised 9/2025



Purpose

1. The Greenwood Public Library Board encourages and welcomes public participation and input. We believe concerns should always begin with a conversation, and it is hoped that patrons with concerns about the library will start that conversation by reaching out to our Executive Director. If patrons would also like to address comments to the Board of Trustees, this policy is meant to ensure that interested individuals are allowed time to address the Board, while permitting the Board to conduct its meeting in an efficient and effective manner.
2. The Indiana Open Door Law (IC 5-14-1.5) permits the public the opportunity to attend and observe meetings of public agencies, including public libraries. Individuals have the right to attend and observe all public proceedings, but no specific statutory authority allows an individual to appear before and address a governing body. A governing body may choose to provide an opportunity for comments or discussion at any time or may allow a limited number of comments or limited amount of time for comments on matters under consideration. The Greenwood Public Library Board of Trustees chooses to provide a time for public comment during all public meetings pursuant to the following conditions.

Rules and Procedures

1. Public comments at GPL Board of Trustees meetings are reserved for individuals who reside or own property or business owners that operate within the GPL taxing district.
2. Visitors wishing to address the board should contact the Director or Board President 24 hours ahead of the meeting to allow the library to provide the space needed for the number of visitors.
3. All visitors are required to sign in prior to the call to order. The sign in sheet will request name, address, and group affiliation (if any) of the person wishing to make public comment. Anyone refusing to identify him or herself will not be permitted to speak. The Board President will recognize speakers in the order in which they sign in.
4. Public comments may be made only by individuals physically present. Public comment by use of an telecommunications device will not be permitted except in the case of individuals with disabilities that prevent them from attending in person. These individuals or those who require disability related accommodations are requested to contact the Library Director in advance to allow the library to try to arrange reasonable accommodations.

5. All public comments shall be addressed to the Board as a whole. No comments shall be addressed to individual members of the Board, library staff, or other members of the public.
6. A maximum of five speakers may be heard at a single meeting. Groups wishing to present should select a spokesperson. Comments will be limited to a single 3-minute time period per individual, per meeting. The secretary will monitor the allotted time. The Board has the right and responsibility to maintain its agenda.
7. Comments should be in good taste and remarks about specific individuals are not allowed. At any time, if the presiding officer feels the speaker is not following the guidelines or other library policies, the presiding officer is authorized to direct the speaker to sit down or leave the meeting.
8. The Board will not hear concerns related to items in the Library's circulating collection or displays unless such concerns have followed the procedure established in our Collection Development Policy. All patrons with these concerns must complete the Request for Reconsideration of Library Resources form. Concerns thus submitted in writing will be reviewed by the Library. A written decision or response will be provided in accordance with our policies.
9. Polite and professional interactions are expected; the Board will not tolerate abusive or inappropriate language or statements including, but not limited to statements that are: threatening, harassing, illegal, defamatory, libelous, hostile, or personal attacks. The purpose of public comment is to give the Board of Trustees as much information as possible, not to engage in debate. The meeting agenda will be given to the public present. Other documents can be requested through the Freedom of Information Act after the meeting. Open meeting minutes will be available on the website within one week from the date of their approval.



Approved by GPL Board of Trustees



Date