



Public Comments at Library Board Meetings

The Muskego Public Library Board of Trustees dedicates itself to providing a welcoming and productive environment at all Library Board Meetings and Subcommittee Meetings.

The agenda for each Library Board meeting includes a time for comments from patrons who are present at the meeting. Public comment speakers must be eligible for a Muskego Public Library card. Patrons will be limited to making comments related to all agenda items excluding closed session items relating to employment and labor issues. Members of the public who are in attendance will be asked at this point in the agenda if they wish to make any comments. Forms to sign up for public speaking will be available 15 minutes prior to the start of the meeting.

Each person who wishes to speak must state their name and address for the public record and limit comments to three minutes. If a patron continues to speak beyond three minutes, the Library Board President will inform the speaker that the three minutes are over and that no more comments will be taken. Library Board Trustees and Library Staff may not respond or discuss public comments during the public comment period. When the topic appears on the agenda during the Business portion of the meeting, the comments may be addressed then.

Due to Wis. Stat. § 19.84(2), Open Meetings of Governmental Bodies – Public Notice, if the comments that were made do not directly pertain to an agenda item, the Board members may not discuss the topic or take action at the meeting.

Complaints against persons will not be heard in public. They should be put in writing and directed to the Library Director or Board President for response.

After all citizens have been allowed an opportunity to speak, the Board will resume session in accordance with the agenda.

This policy does not preclude additional guidelines being developed for meetings with a large number of people in attendance in order to provide as many patrons as possible the opportunity to speak.

All attendees and speakers at Library Board meetings must follow the Library's [Code of Conduct Policy](#).