

## Policy for Visitors at Library Board Meetings

Visitors are welcome at the monthly meeting of the Paola Free Library Board of Trustees. All visitors will be introduced at the proper order of business. The order of business is listed at the end of this policy statement.

There are three categories of visitors:

- A visitor invited by the library director or trustees to address an item of business
- A visitor who requests to address the library board prior to the library board meeting
- An unannounced visitor who attends a library board meeting.

Each category of visitor has certain rights responsibilities outlined heretofore.

**Invited visitors:** The Director of the Paola Free Library or a Paola Free Library Trustee may invite a visitor to address the Board of Trustees on a matter of business at the appropriate business item. These visitors will be invited to address the library board at the appropriate order of business. The comments of an invited visitor will be confined to the item of business he/she was invited to address. The agenda may be amended to accommodate a visitor whose presence was at the invitation of the director or trustee.

**Advanced Notification Visitors:** A visitor may go the Paola Free Library to submit a “Request to address the Paola Free Library Board of Trustees” at their regular board meeting. The request must be made at least one week in advance of the meeting. The visitor must state the purpose (topic) for addressing the library board of trustees. The Paola Free Library Director will notify the visitor if the request to address the board of trustees has been granted and where the visitor has been scheduled on the agenda. The visitor’s comments must not exceed five minutes.

**Unannounced Visitors:** An unannounced visitor must request to address the board of trustees at the time of introduction at the board meeting. An unannounced visitor will be limited to address the trustees only at the public comment item on the agenda. An unannounced visitor’s comments must pertain to the business of the Paola Free Library Board of Trustees. An unannounced visitor’s comments must not exceed two minutes. An unannounced visitor that does not make this request at the time of introduction will not be allowed to address the trustees.

No visitor may interrupt the business of the Paola Free Library Board. No visitor is allowed to participate in the voting of the library board. All visitors must leave the Paola Free Library Board meeting when the Paola Free Library Board enters into executive session. Visitors who are disruptive and hinder the business of the Paola Free Library Board of Trustee meeting will be asked to leave the meeting.

## Agenda Order Paola Free Library Board of Trustees Meeting

- Call to order
- Adoption of agenda/amending of the agenda
- Reading of the Visitors Public Comment Policy  
(only when visitors are present)
- Introduction of Visitors
- Unannounced visitors request comment time
- Reading of Minutes
- Correspondence
- Report of Treasurer
- Approval of Bills
- Report of Committees
- Report of librarian
- Unfinished Business
- New Business
- Public Comment of Visitors
- Adjournment