

**POLICY 907**  
**PUBLIC COMMENT**

Input from the public is encouraged at Lisle Library District (LLD) Board and Committee meetings. Meetings of the LLD Board of Trustees are open to the public, in accordance with the Illinois Open Meetings Act (5 ILCS 120/).

A call for public comment will be made by the Chair during meetings under agenda item: *Opportunity for visitors to speak - general public comment period*. Public comment speakers are allowed time to present their views while permitting the Board to conduct meetings in an efficient and effective manner.

**A. Procedures for Speakers**

Members of the public wishing to address the Board during the public comment period shall:

- First, be recognized by the Chair of the meeting. If more than one speaker wishes to address the Board, the Chair shall determine the order of speaker.
- Provide their name for the record and may be asked if they are a District resident or affiliated with any group. To increase efficiency, the LLD requests that any organized group appoint one speaker to represent their group.
- Direct comments to the Chair for the benefit of all Trustees.
- Display proper decorum during meeting proceedings in compliance with LLD Policy 610: Patron Code of Conduct. Visitors should refrain from outbursts or other distracting actions during public comment.

**B. Limitations**

To ensure efficient and productive meetings, there are limitations regarding public comment:

- The Chair may adjust the order of the public comment period on the agenda or provide additional opportunities for public comment at any point during the meeting if it is in the best interest of proceedings via a concurrence of the Board/Committee.
- Citizens wishing to provide public comment must provide their comments in-person at a meeting. Remote comments may be allowed in qualifying circumstances such as during a public health emergency (See LLD Policy 606: Public Health Response).
- Citizens who cannot provide public comment in-person but wish to address Trustees, may send their comments via email to [pubcomment@lislelibrary.org](mailto:pubcomment@lislelibrary.org) or via the USPS mail addressed to: Public Comment/Administration, 777 Front Street, Lisle, IL 60532. Comments should be received at least 12 hours prior to the scheduled meeting time. Submitted comments shall not be read aloud. Comments will be provided to Trustees prior to the start of the meeting and are considered a public record.
- Speakers are allowed up to five minutes of public comment.

- The public comment period is not designed to solicit immediate responses from Trustees. It is a platform for the public to speak to Trustees. Comments that include genuine questions shall be referred to the Director for follow-up.

### **C. Documentation**

Board and Committee minutes are official summaries of public body discussions and actions. In-person public comments are also documented and summarized as part of the official minutes. Any correspondence received via email or USPS shall be considered a public record and retained per the Illinois Local Records Act (50 ILCS 205/1) and State Records Act (5 ILCS 160/1).

Adopted 4/13/11  
Revised 1/14/15  
Revised 10/16/24