# Public Comment at Brandywine Community Library Board of Trustees Meetings

Brandywine Community Library
Policy Updated: 3/26/26

## Purpose

The Brandywine Community Library Board of Trustees hereafter by referred to as the 'Board' encourages and welcomes public participation and input. The purpose of this policy is 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.

## Rules and Procedures

1. Public comment is limited to residents and taxpayers of the Brandywine Community Library service area (Topton Borough, District Township, Longswamp Township and Rockland Township).
2. Public comments are only permitted during the time designated on the meeting agenda.
3. A maximum of five speakers can be heard, and each speaker will have a maximum of three minutes.
4. A sign-in sheet will be available for audience members to let the Board know they wish to participate in the public comment period. The sheet will request name, address, phone, email, library card status 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. As a courtesy, it is appreciated if notice of an intention to speak is given to the Library Director in advance of the meeting.
5. Groups wishing to comment must select one representative to present the group's view.
6. The Chairperson is the designated spokesperson for the Board. As spokesperson, the Chairperson will call names from the sign-in sheet in the order they are listed.
7. The Chairperson and Board shall not engage in dialogue with the speakers, and there shall be no debate.
8. Comments should be brief and to the point. Negative comments to individual Board Members or Library Personnel will not be tolerated, nor will repetitive comments or language that is considered offensive, harassing, or profane. It is the responsibility of the Chairperson to declare the person out of order and to refuse him or her permission to continue to address the Board.
9. Additional agenda items will not be added after public comment, and there is no guarantee that suggestions brought forth by the public during the comment session will be addressed by the Board at a future meeting. The Board may refer any matter of public comment to the Library Director, Library Staff, or the appropriate agency for review.
10. All comments made become part of the meeting record and Board minutes will reflect the name of any speakers and the substance of any comments. Any materials presented to the Board will be included in the Library's files rather than the minutes.