Poplar Creek Public Library District

Public Forum and Recording Policy

The Poplar Creek Public Library District (PCPLD) Board of Trustees welcomes public comments at board meetings during open sessions and will hear any individual pursuant to Public Act 96-1473 (Open Meetings Act 5), ILCS 120/2.06 and the guidelines outlined in this policy.

Public comments and questions can be submitted to PCPLD Board of Trustees at any time throughout the year, via mail or email using the form on the Trustee's webpage.

- Public comments are permitted during the time designated on the PCPLD Board of Trustees agenda.
- Each speaker will provide his/her name.
- 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.
- Generally, the board will not engage in dialog and an immediate response is not required.
- Individual comments are limited to a single three-minute time period, per individual, per meeting; and the total public forum will not exceed 30 minutes per meeting.
- Comments should be in good taste and remarks about specific individuals are not allowed. If the presiding officer feels that a speaker is not following these guidelines or other PCPLD policies, the presiding officer is authorized to direct that speaker to sit down or leave the meeting.
- Public record of a board meeting will reflect the name of an individual and the respective subject matter of their comments but not the comments themselves.
- Any person may record the proceedings at meetings required to be open by tape, film or other means. with the following guidelines:
    - Recording shall not interfere with the overall decorum and proceedings of the meeting
    - Equipment used must be silent and unobtrusive
    - Recording of closed sessions, by the public, is prohibited by law

Adopted by the Poplar Creek Public Library District Board July 21, 2016
Amended: June 15, 2017, June 21, 2018, August 15, 2019 Amended: January 21, 2021; July 15, 2021; July 21, 2022; May 16, 2024