

Dear Volunteers,

On behalf of the Boulder Public Library, we want to thank you for your volunteer service during the past year. In countless ways, your hard work and dedication reinforce the library's mission to *connect people, ideas, and information to transform lives and strengthen our community.*

During the past year, the library celebrated several milestones. For the first time ever, we welcomed more than one million visitors at our five locations, averaging 3,000 visits per day. Our George Reynolds Branch Library celebrated its 50th year of service to the community. We produced more than 4,000 programs that benefited more than 105,000 community members. With a vote of support from the community, we also began planning a new north Boulder branch library. Together with the community, we created and obtained approval for the 2018 Boulder Public Library Master Plan, which will guide the library's work for the next ten years. It is available at <https://boulderlibrary.org/about/2018-library-master-plan/>. We are thrilled about this plan and the vision laid out in it, "*The Boulder Public Library serves as a centerpiece of the community, a destination for human connection, life-long learning, civic engagement, and creative exploration.*" We look forward to partnering with you and the broader community to realize the vision, goals, and commitments set forth in this plan.

Our library is consistently one of the busiest public spaces in Boulder and volunteers have been instrumental in our success with serving the community. You play a key role in ensuring the library is well run, presents robust and engaging programs, and is a warm, welcoming place for all. With your support, the library was able to accomplish so much. Here are a few highlights of what was possible with volunteer assistance:

- 3,607 children and teens registered for the library's Summer of Discovery Program;
- Three miles of books were straightened at the Main Library;
- 85 homebound patrons received materials regularly from the library;
- 2,377 photographs were scanned and 20 new oral histories added to the Carnegie collection;
- Several people learned the strategy board game Go with the assistance of volunteers who have provided 5,000 hours of weekly service over 15 years, and continue to volunteer; and
- 3,026 hours of one-on-one English literacy tutoring was provided to English language learners.

In 2018, 1,100 volunteers generously gave 23,765 hours of service to support the library's operations and programs. This is an in-kind value of more than \$636,400. We are incredibly grateful for the skills, talents, energy, and time you bring to our community by volunteering with the library. We want to take this opportunity during Volunteer Appreciation Week to honor and salute you for your amazing commitment of service to the library. Thank you so very much!

With heartfelt appreciation,

The Boulder Public Library Commission

Steven Frost

Jane Sykes-Wilson

Joel Koenig

Tim O'Shea

Juana Gomez

Subject: Library Commission - DRAFT - Public Comment Policy

PURPOSE

Here are links to Library Commission resources to inform the discussion about the Library Commission's procedure for public comment at meetings and the commissioners' roles and responsibilities.

Roles of Library Commissioners

Information about the roles and responsibilities of the Library Commission is provided in the handbook posted on the Library Commission webpage.

2019 Library Commission Handbook: [Bylaws](#)

2019 Library Commission Handbook: [Communication Guidelines](#)

Public Comment at Meetings

In general, the Library Commission requests that members of the public who wish to comment at the monthly meeting state their name and address for the record. The participants are informed by the commissioner chair that the commissioners will listen to their comments and may or may not respond to them or ask questions. The commission as group decides whether to discuss the comments later in the meeting. Typically, each participant is asked to limit their comments to three minutes. One of the commissioners is asked to keep time. Public comments are summarized in meeting minutes under the public participation heading. Deviation from this procedure is usually discussed and agreed to by the commissioners at the beginning of the meeting.

The Parks and Recreation Advisory Board has a link to its public comment process on the City's website. **[PUBLIC COMMENT BEFORE THE CITY OF BOULDER'S PARKS AND RECREATION ADVISORY BOARD](#)**

Additional References / Examples

<https://www.estesvalleylibrary.org/about/policies/estes-valley-library-public-comment-policy-for-meetings-of-the-board-of-trustees/>

Estes Valley Library Public Comment Policy for Meetings of the Board of Trustees

Meetings of the Board of Trustees of the Estes Valley Library are conducted in accordance with the Colorado Sunshine Law as set out in Section 24-6-402 of Colorado Revised Statutes. Accordingly, other than those portions that are held in Executive Session, Board meetings are open to the public, and anyone may attend in order to observe the proceedings.

In order to provide a fair opportunity to every person who desires to address the Board of Trustees:

1. In support of the open meeting character of Board sessions, and to insure that the minutes accurately identify individuals who make comments, any person wishing to address the Board must provide his or her name, address and telephone number on the attendance sheet for the meeting.
2. In the absence of special circumstances as determined by the President of the Board, individuals will be called to comment in the order in which they have signed in.
3. Each speaker may take up to three minutes to make his or her comments. This time constraint may be modified by the Board President to be fewer than three minutes if there are a number of persons wishing to speak. Speakers will be advised when they have one minute remaining.
4. All speakers will be asked to begin by stating their name and address.
5. The Board of Trustees acts as a body. Given the corporate nature of the Board:

- Speakers are not to address nor engage in dialogue with individual trustees during the public comment period. Comments are to be addressed to the Board as a whole.
- Trustees will not engage individual speakers in dialogue nor ask or answer questions during the presentation, with the following exception: at the request of any trustee, the President of the Board shall allow questions from trustees to speakers for purposes of clarification, limiting the time for discussion as the President deems appropriate.
- Speakers are asked to understand that specific questions cannot be answered in dialogue format by the Board of Trustees. Acting as a Board, and only as a Board, the trustees will consider comments and questions and may direct staff members to provide information. The Board may discuss matters raised by members of the public and, if the Board decides that some action or response is warranted, will do so as the Board.

Please refer to the Library Governance policy set for more information.

The Estes Valley Library Public Comment Policy was adopted and approved by the Estes Valley Public Library District Board of Trustees on March 15, 2010, reviewed on April 21, 2014 and reviewed on May 15, 2017.

http://www.bcplibrary.info/sites/default/files/files/public_comments.pdf

BCPL Policy on Public Comment at Board Meetings

Public Comment Policy

The BCPL Board of Trustees ("Board") welcomes relevant constructive comment from the public at its meetings. So that the process will be efficient and productive, the following protocol is established.

A "Public Comment" line will be included in the agenda for regular Board of Trustees' meetings which will be placed after Amendments to the Agenda.

Public comments, and any matter submitted, where a response is requested from the Board must be in writing (e-mail is acceptable) and submitted to BCPL's director at least five (5) business days prior to the next Board meeting. The total time for public comments will be limited to twenty (20) minutes, with each person limited up to five (5) minutes. Priority recognition will be given to those persons who have not previously addressed the Board.

Written inquiries sent to the Board, or comments made at Board meetings, must be relevant to the Board's functions and responsibilities, i.e. library's mission, policy, finances, strategic planning, and must not address issues to which the Board has responded in the previous nine (9) months, a determination of which will be made by the chair.

This policy is subject to cancelation or modification, at any time, in the discretion of the Board.

This policy will be published on BCPL's Web site, will be available at BCPL's administration office, and will be handed out to the public at Board meetings.

BCPL's administration and staff are also available to hear and respond to public comments. To submit a comment to BCPL directly, rather than the Board of Trustees, please write to: bcpl@co.broome.ny.us

<https://rampart.colibraries.org/public-comments/>

Public Comments

PUBLIC COMMENTS AT MEETINGS OF THE BOARD OF TRUSTEES

Policy Statement

Meetings of the Board of Trustees of Rampart Library District are conducted in accordance with the Colorado Sunshine Law as set out in Section 24-6-402 of Colorado Revised Statutes. Accordingly, other than those portions that are held in Executive Session, Board meetings are open to the public and anyone may attend in order to observe the proceedings. The following guidelines assure a fair opportunity to every person who desires to address the Board of Trustees:

Guidelines

- In support of the open meeting character for Board sessions and to insure that the minutes accurately identify individuals who make comments, any person wishing to address the Board must provide his or her name, address and telephone number on the attendance sheet for the meeting.
- In the absence of special circumstances as determined by the Board Chair, individuals will be called to comment in the order in which they have signed in.
- Each speaker may take up to three minutes to make comments. This time constraint may be modified by the Board Chair to be fewer than three minutes if there are a number of persons wishing to speak. Speakers will be advised when they have one-minute remaining.
- All speakers will begin by stating their name and address.
- The Board of Trustees acts as a body. Given the corporate nature of the Board:

Speakers are not to address nor engage in dialogue with individual trustees during the public comment period.

Comments are to be addressed to the Board as a whole. Trustees will not engage individual speakers in dialogue nor ask or answer questions during the presentation, with the following exception: at the request of any trustee, The Board Chair shall allow questions from trustees to speakers for purposes of clarification, limiting the time for discussion as the Chair deems appropriate.

Speakers are asked to understand that specific questions cannot be answered in dialogue format by the Board of Trustees. Acting as a Board, and only as a Board, the trustees will consider comments and questions and may direct staff members to provide information. The Board may discuss matters raised by members of the public and, if the Board decides that some action or response is warranted, will do so as the Board at a later time.

DRAFT - Boulder Library Commission Public Comment Policy

PUBLIC COMMENT BEFORE THE CITY OF BOULDER'S LIBRARY COMMISSION

Thank you for your interest in speaking to the City of Boulder's Library Commission. We welcome the opportunity to hear from community members regarding Boulder's library system and services.

The following is information you might find helpful when presenting your input during a regularly scheduled public meeting of the Library Commission.

- Members of the public are welcome to attend any public meeting of the Library Commission.
- You are invited to give up to 3 minutes of comment on a Library matter ~~not scheduled for a hearing later in the agenda.~~
- If you have print materials you simultaneously wish to provide to the Library Commission, please provide at least 10 copies (for Commissioners, Department leadership and to be included in Meeting Minutes).
- Please be aware that the Library Commission may not be able to respond to your comment during the meeting but your input is valued and helps inform the guidance the Library Commission gives to staff in the performance of their duties over time.
- You are welcome to follow up on the matter you brought forth. A summary of your comments will appear in the written minutes recorded from the meeting.
- You may also follow up at a subsequent meeting or by contacting Library Commissioners or department staff directly.