Board Meetings

Section 1. Recording of Meetings.

The open sessions of Board meetings may be recorded by audiotape, videotape, or other electronic means subject to the following restrictions:

i. No additional artificial lighting may be used for a video recording.
ii. Individuals wishing to video record an open session of the Board must locate themselves behind individuals attending the meeting.
iii. No microphones may be placed on or near the tables where the Board and the administration are seated for purposes of individual audio recording.
iv. Board meetings will not be interrupted to respond to questions or requests from individuals recording the meeting.

These guidelines are adopted to minimize disruption of Board meetings and to minimize any inconvenience to individuals attending the Board meetings, and the Board reserves the right to modify such guidelines at its discretion.

Section 2. Order of Business.

The order of business at all regular meetings of the Board shall be as follows:

1. Pledge of Allegiance
2. Roll Call
3. Public Comments
4. Reports and Correspondence
   a. Financial Report
   b. Director’s Report
   c. Committee Reports
   d. Correspondence
5. Consent Agenda
   a. Approval of Minutes
6. Formal Agenda
   a. Old Business
   b. New Business
7. Closed session, as applicable

Matters appearing on the Consent Agenda will be acted upon by the Board at one time, without discussion, unless a Trustee or the Director requests an opportunity to address any given item. At any meeting, the foregoing order of business may be suspended or varied, and items may be moved from the Consent Agenda to the Formal Agenda for further discussion, by a majority vote of those Board members present.

Section 3. Public Participation at Board Meetings.

All regular meetings of the Board shall be open to the public in accordance with Missouri Open Meetings and Records law, Chapter 610, RSMo., and Library Policy a096.

As part of the order of business for each regular Board meeting, the Board will hold a period for statements from patrons (“Public Comments”). During Public Comments, patrons may make a statement or address the Board concerning issues pertaining to the Library. Each speaker will be limited to three (3) minutes. Upon conclusion of the Public Comments portion of the meeting, unless requested by one
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of the Trustees present at the Board meeting, comments on specific agenda items will not be accepted from the audience.

At the Board’s discretion, the Board may respond to the issue in the meeting, take action or not take action with respect to a Public Comment at a future Board meeting. The general practice, however, will be to not respond to Public Comments at the time they are made.

In order to provide an opportunity for all patrons to make statements to the Board, patrons shall sign in on cards provided by the Board and include their name, address, telephone number, e-mail address, group affiliation (as applicable), and description of the subject matter that they will address on the card. Patrons are also encouraged to provide the Board either with a copy of their statement or a short written description of the topic they will address. Sign-in will be open at least thirty (30) minutes prior to each regular Board meeting, and cards must be completed and submitted prior to the start of Public Comments. No card will be received after Public Comments begin. Patrons will speak in the order in which they have signed in, until the expiration of the Public Comments period.

Any written correspondence to the Board should be made to the Director’s attention at least twelve (12) days in advance of the next regular Board meeting. Statements of two pages or less are encouraged. Such correspondence shall be included in the Reports portion of the agenda.

The Board President will have the authority to regulate, extend, and limit Public Comments within the limitations of state law. This Section does not pertain to employee grievances or citizen requests for reconsideration of library materials, both of which are addressed by other policies.