

Citizens' Requests to Address the Library Board Policy

SCL Effective Date: August 23, 2017

Citizens may address the Somerset County Library Board of Trustees at a public session of a Library Board of Trustees' meeting. Requests to address the Board should be addressed to the attention of the Administrative Assistant in writing:

1. By postal mail to:
ATTN: Administrative Assistant
Somerset County Library
6022 Glades Pike, Ste. 120
Somerset, PA 15501
2. By fax to: 814-443-0650, or
3. Through the website contact us form at <http://somersetcolibrary.org/about/contact-us/>

Requests should be received no later than close of business ten (10) days prior to a scheduled meeting in order to be included on the Agenda. Requests to address the Board should include:

1. the name of the person who wishes to speak
2. name of the group or organization that they represent, if any
3. address
4. preferred contact method for confirmation of request receipt and confirmation of time-slot on Agenda, and
5. subject about which the citizen wishes to speak

Each scheduled speaker is allotted five minutes for his or her presentation, though the Somerset County Library Board of Trustees reserves the right to extend a speaker's allocated presentation time if deemed necessary. The opportunity for citizen comment should be used to improve delivery of library service in a positive way. Speakers may not engage in political statements, personal attacks on members of the Board of Trustees or staff or any other person, nor is any person entitled to use abusive language or discuss matters outside the purview of the authority of the Board of Trustees. Matters brought before the Board will be taken under advisement to allow time for due deliberation. Action on such matters is generally not taken at the time of presentation to the Board.