



Guidelines for Public Comment

Welcome to the Idaho Falls Library Trustee meeting.

Library Trustee Meetings are open to any member of the general public. Please be aware that the meeting agenda may differ at times because amendments to the agenda may be made by the Library Trustees during the meeting.

The Library Trustees encourage public participation. The public is always welcome to contact their Library Trustees via mail, e-mail or telephone, as listed on the library website. Various social media platforms and texting may also be used where available.

While general public comment in library meetings is not required by Idaho law, the Library Trustees welcome general public comment as part of its regular Library Trustee meeting. General public comment may be allowed for up to 15 minutes on the agenda.

Public comment may also be submitted in writing or via e-mail to the Library Director prior to the meeting. Written testimony can also be submitted at the meeting.

The Idaho Falls Public Library seeks to provide an atmosphere that promotes equal opportunities and is free from all forms of discrimination or harassment. All those who wish to speak during the public comment period should please adhere to the following guidelines:

- Public comment may be allowed for up to three (3) minutes for each individual.
- When addressing the Library Trustees, please state your name and address.
- Those who wish to speak as part of a large group are encouraged to select a representative to speak on behalf of the group.
- To preserve time for others who may wish to offer comment, please refrain from repeating information that has already been shared with the Library Trustees during the public comment period.
- Please practice civility and courtesy. The Library Trustees have both a right and a responsibility to maintain order and decorum during the meeting. Time may be altered for those whose comments are profane or disruptive.
- For legal reasons, the Library Trustees may not hear public comment on pending personnel disciplinary actions or other matters that require legal due process.
- Comments that pertain to activities or performance of individual library employees should be shared directly with the City's Human Resources Director (208-612-8248), the City Attorney's Department (208-612-8178), or with the Office of the Mayor (208-612-8235).
- To be most effective, public comments should be related to matters within the purview of the Library Trustee.
- Library Trustee members typically will not entertain questions or engage in dialogue with those providing comment.