

Kaukauna Public Library Board of Trustees Open Meeting Public Participation Policy

The Kaukauna Public Library Board of Trustees meetings are open to the public and follow the State of Wisconsin Open Meeting Laws under Chapter 19 of the Wisconsin State Statutes. If you would like to address the Kaukauna Public Library Board of Trustees, please fill out the Public Participation Form below and present it to a Board member prior to meeting start.

The Kaukauna Public Library Board of Trustees value patron input and reserve a place on agendas for public participation. Per Wis. Stat. § 19.98 a governmental body is free to determine for itself whether and to what extent it will allow citizen participation at its meetings. As such, attendees wishing to contribute to Board or Committee meetings should observe the following rules:

1. Fill out the form below and hand to a Board member before the meeting is called to order.
2. When the Board President or Vice President come to the public participation portion of the agenda, they will recognize attendees wishing to speak during that portion of the agenda. When called, each attendee should state their name and address for the record. Remarks are limited to three minutes per attendee unless an extension is granted by the President or in their absence the Vice President or designee. If public comment will take longer than three minutes, attendees may provide written comments to the Board of Trustees, which can be mailed to the Library, to the attention of the Board prior to the meeting. A maximum of twenty (20) minutes will be allowed at each meeting for public comment.
3. If comments or concerns do not reference a specific agenda item, the Library Board may not legally respond. Public comment is limited to attendees addressing the Board and is not a forum for discourse, dialogue or questions and answers with the Board.
4. Those in attendance at Library Board meetings or those participating in the public participation portion of the agenda must follow the Library Appropriate Use Policy. Individuals that do not follow the Library Appropriate Use Policy will be asked to leave the meeting.
6. Public participation during special meetings will be limited to the specific topic of that meeting only; general comments should be reserved for regular meetings.

The Board of Trustees reserves the right to go into closed session under specific guidelines per Wis. Stat. § 19.85(1). Kaukauna Public Library Board of Trustee meetings are accessible to people with disabilities. If an individual with disabilities needs a reasonable accommodation to participate in a meeting, they may contact the Library Director at least three (3) business days prior to the meeting to request accommodations.

Date: _____

Name: _____

Phone: _____

Address: _____