**Madison Valley Public Library
Public Participation Policy**

The Madison Valley Public Library Board welcomes public input at its meetings.  Each agenda item (unless specified otherwise) will be open for public input before the Board deliberates on that item.  In an effort to assure adequate notice and assist in public participation, the Board will post their agenda on the library bulletin board, at the Ennis Post Office and at the Ennis Town Hall.    The agenda will be posted at least 72 hours before the meetings.

Generally the Board meets the first Tuesday of each month at 9:00 a.m. at the Library.  On occasion the Board may call a special meeting or need to change the time and date of the monthly meeting.  Notice of such changes will be given at least 72 hours before the changes are made.

It is recommended that anyone wishing to have a specific item on the agenda notify the Director at least 1 week before the meeting so that time may be reserved for such input.

Everyone wishing to speak is requested to notify the Board Secretary with accurate spelling of names for inclusion in the official minutes of the meeting.

Since time is limited, the Board Chair reserves the right to set reasonable time limits for public input on each topic.  Normally, a person will be limited to five minutes per agenda item.  Comments may be given orally or in writing.  Written comments should be submitted to the Library Director at least 72 hours prior to the meeting.

During Board deliberation, the public is asked not to make any comments unless responding to a specific question asked by the Board Chair.

Thank you for your interest in the Library and the Board, and for your assistance in keeping our meetings orderly.

Approved by the Madison Valley Public Library Board of Trustees

January 8, 2013