

**PEACH PUBLIC LIBRARIES
POLICIES AND PROCEDURES MANUAL**

SECTION A: LIBRARY BOARD OF TRUSTEES

A-12 Request to Address the Library Board of Trustees

[Policy adopted 04-14-2016]

Peach Public Libraries Board of Trustees meets the second Thursday of February, April, June, August, October, and December at 5:15pm in the Meeting Room at Thomas Public Library, Fort Valley, unless otherwise specified.

Individuals or groups may address any item on the agenda or may introduce a new item before the Board of Trustees. Deadline for request to appear on the formal agenda is close of business day on the first Thursday of February, April, June, August, October and December, preceding the respective meeting.

Individual and/or group names will be recorded in the Library Board of Trustees meeting minutes. Individuals or groups will be heard in the order in which requests are received, unless the Board Chair rules otherwise.

Speakers are requested to arrive at least 10 minutes prior to the start of the meeting. If the speaker has information for distribution, at least 12 copies must be provided. Speakers' time will be limited to 10 minutes. Further time may be granted by the Trustees.

Matters raised by the Speaker will be referred to Library Director/Library Staff for review and preparation of any recommendations to the Board for appropriate action at a later date. Speaker should not expect an immediate resolution to the issue addressed to the Board of Trustees.

Please complete the following information and return to Library Director.

Meeting date I wish to attend:	
Name:	
Group Affiliation:	
Telephone Number:	
Brief description of the topic I wish to address:	