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| <b>Policy Title</b>        | Public Comment at Board Meetings                                                                                                                                                                                                                                                                                              |                      |  |
| <b>Approval Date</b>       | April 21, 2026                                                                                                                                                                                                                                                                                                                | <b>Revision Date</b> |  |
| <b>Related Policies</b>    | Code of Conduct                                                                                                                                                                                                                                                                                                               |                      |  |
| <b>Statutory Reference</b> | RCW 42.30                                                                                                                                                                                                                                                                                                                     |                      |  |
| <b>Purpose</b>             | In compliance with Washington state law, this policy establishes the rules and expectations for the public's participation at its meetings in order to ensure a fair, equitable, and consistent means for any individual to address the Board of Trustees ("BoT") of the Lopez Island Library District ("LILD" or "Library"). |                      |  |

In the event of the amendment of any law, regulation, or ordinance incorporated into this policy or upon which this policy relies, the policy shall be deemed amended in conformance with those changes.

In cases where this policy conflicts with any local ordinance, state or federal law, the terms of that law, and its underlying rules or regulations shall prevail. In all other cases, Lopez Island Library District ("LILD" "Library") policies and practices prevail.

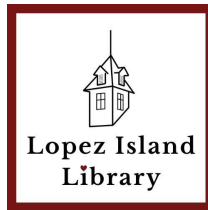
The Board reserves the right to change and/or modify this policy at any time, as circumstances dictate and in accordance with applicable law.

**Policy:**

Meetings of the Board of Trustees of the LILD are open to the public in accordance with the Open Public Meetings Act (RCW 42.30). Time will be reserved on the meeting agenda for public comment. The public comment period will normally be held at the beginning of the meeting. The total comment period is limited to twenty (20) minutes unless otherwise determined by the presiding officer of the BoT.

Generally, the meeting minutes will record only the name(s) of public commenters, and written public comments and/or materials presented to the BoT will be retained in the LILD's records rather than included in the meeting minutes.

**Public Comment.** Public comments may be made in person or virtually, or may be submitted in writing [see "Written Public Comment" section below]. Individuals wishing to



address the BoT during the public comment period will be asked to provide their full name, address, and any relevant group affiliation.

Individuals are allowed a maximum of five (5) minutes to address the BoT and may comment only once at a meeting. The presiding officer of the BoT shall have the discretion to modify this time limit. The Secretary of the BoT will invite individuals to speak on a first-come, first-served basis.

Comments will be directed to the BoT as a whole, not to individual trustees, and will be relevant to Library matters. The BoT does not engage in discussion or debate with commenters during the public comment period or business portion of its meetings, though they may ask clarifying questions.

All comments are taken under advisement. There is no guarantee that suggestions brought forth by the public during the public comment session will be addressed by the BoT at a future meeting.

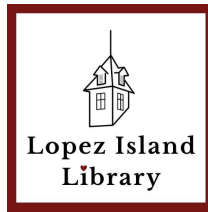
**Public Conduct.** Respectful and courteous behavior and language is expected of all participants. The Library's Code of Conduct Policy applies to behavior in BoT meetings, in both virtual and physical spaces.

In the event that the presiding officer deems the conduct of a commenter to be disruptive or disrespectful, the presiding officer may call the session to an end. Any person(s) determined by the presiding officer to be causing undue disruption, or who does not follow the guidelines established by the BoT, will be asked to leave the meeting. Refusal to leave the meeting may result in removal by law enforcement. In the event that any meeting is interrupted by a person, group or groups of persons so as to render the orderly conduct of the meeting unfeasible, the BoT may address interruptions in accordance with RCW 42.30.050.

**Comments in Public Hearings.** Comments during public hearings will be made at the appropriate time on the agenda set for that purpose. Comments are limited to the agenda topic of the public hearing.

**Written Public Comment.** Members of the public may submit written comment to the BoT at any time via regular mail or hand delivery, email, or through an online form:

Mail or hand delivery:  
Board of Trustees



2225 Fisherman Bay Rd.  
Lopez Island WA 98261

Email:  
[trustee@lopezlibrary.org](mailto:trustee@lopezlibrary.org)

The deadline for submitting written public comment for a specific meeting will be stated in that meeting's agenda posted on the Library's website and within the Library.

Written public comment received before a meeting's deadline will be distributed to the BoT at that meeting. Otherwise, it will be distributed to the BoT at the next meeting.

**Request for Accommodation.** Requests for interpreter assistance or accommodation may be made to the Library Administration. Whenever possible, 72 hours notice is advised.

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LILD will make a good faith effort to implement this policy in a fair and consistent manner. The Director will establish administrative procedures necessary to implement this policy.