

Library Board Meetings Policy

Purpose

The library values openness and encourages feedback from the public it serves. This policy outlines the library board's responsibilities in operating transparently and provides procedures for community members wishing to address the library board.

Library Board and Meeting Information

The library is governed by a Public Library Board of Trustees consisting of seven members. These members serve a single five-year term with an optional additional term. Four of these members are appointed by the Craighead County Judge and ratified and confirmed by the quorum court, and three are appointed by the Mayor of Jonesboro and ratified and confirmed by the city council. The board elects a President, Vice President, and Treasurer from among its members every two years.

The board holds regularly scheduled meetings, usually on the second Monday of the month, approximately eight times a year. If a quorum of at least four board members is not present, the meeting will be adjourned and any agenda items postponed to the next meeting. Board meetings allow the board to set library policy and advise the library director. Additional meetings and special sessions may be called by the board Chairperson if necessary.

Pursuant to the Arkansas Freedom of Information Act § 25-19-106, all library board meetings are open to the public. The library will provide the dates, times, and locations of future board meetings to anyone who requests this information. In the event of a special or emergency meeting, a two-hour notification of the meeting will be provided to local media outlets.

After being approved, the minutes for every board meeting will be posted to the library's website.

Meeting Agenda

Library board meetings are guided by an agenda that is set before each meeting. Agenda items can be added by the library director, any library board member, or requested by the public. The agenda is emailed to the board 7 days in advance.

Community members who wish to address the board must submit an agenda item request in writing or via email to the board chair and library director at least 14 days before the board meets, along with any printed materials the speaker wishes to

distribute to the board. This allows the board to read the materials in advance. This request should be detailed enough to allow the board chair and director to understand the issue the individual wishes to discuss.

If the board chair and library director accept the agenda item request, the individual will be notified in a timely manner. The board chair and director may also choose to refer the request back to the individual for clarification or reject the request if the issue is determined to be inappropriate for board discussion. If the request is denied, the community member may appeal to the library board for their reconsideration at the next board meeting. If the item is placed on the agenda and the individual wishes to address the board, they will be limited to five minutes to present their concerns.

Community members who wish to address the board during a meeting but did not submit an agenda item request in writing to the library director at least 14 days before the board meeting may do so during the public comment section of the agenda. Comments must be limited to items pertaining to that month's agenda. The board will determine at the meeting specifications regarding how many people may speak, who is able to speak, and for what length of time.

Policy Proposals

The Library Board of Trustees is responsible for introducing and/or approving new policies and updates to current policies. Any updates or new policies must receive a majority vote by the board for the changes or new policy to go into effect. If a policy or change of policy does not receive the majority vote by the Library Board, the policy will not go into effect. Policies that fail to be accepted will not be allowed to be presented again to the Library Board for six (6) months after the initial vote.

Adopted August 2015

Revised February 2023