



## Library Board – Addressing the Library Board of Trustees

### Procedure Information

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<b>Issuing Committee:</b>	Administration
<b>Effective Date:</b>	12/21/2010
<b>Revised Date:</b>	10/14/2021, 7/13/2023
<b>Keywords:</b>	Board, Address, Speaker, Trustees
<b>Abstract:</b>	Describes the process for speaking to the Library Board of Trustees

### Associations

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Help us identify related policies and/or procedures

<b>Policy:</b>	Submission of NPL Board Agendas and Minutes Policy
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Per the July 1, 2023, amendment to Tennessee Code Annotated, Title 8, Chapter 44, Part 1, also known as the “Tennessee Open Meetings Act”, meetings of the Nashville Public Library Board of Trustees (Library Board) are open meetings, and anyone may attend. Regular meetings are usually held the third Tuesday of each month at noon. The process to address the Library Board is as follows:

- The Library Board makes a physical sign-up sheet available at the meeting. Those who wish to speak must be present and write their name on the list to indicate that they would like to provide comments to the Library Board.
- Those who wish to speak must sign up prior to the beginning of the meeting.
- The period for public comment is the first item on the agenda.
- The Library Board allows a maximum of five (5) people to speak during the public comment period.
- The Library Board provides each person a maximum of three (3) minutes to speak during the public comment period.
- Matters raised by the Speaker will be recorded in the meeting minutes and reviewed by administrative staff. Any recommendations will be presented to the Library Board for action later.