



**B-003**

## **Richmond Heights Memorial Library PUBLIC PARTICIPATION IN LIBRARY DECISION MAKING**

Citizens are welcome at any open meeting of the Library Board either as observers or to present information and concerns to the Board. Library Board meetings will be held in compliance with state laws governing meetings of regulatory groups, Missouri Revised Statutes, Chapter 610. Any member of the public who wishes to speak to the Board is asked to register upon arrival, indicate group affiliation (if speaking on behalf of anyone other than self), and to limit comments and general information to five minutes. Library administration and the Board welcome written documentation to support or restate information and concerns, but written documents are not required. Any group or individual wishing to place a library-related item on the official agenda for action should contact the Library Director one week in advance.

When public information-gathering forums are planned, care will be taken to schedule forums at times that are convenient to potential participants. If necessary, several forums may be scheduled to allow maximum input into Library service decisions.

Telephone calls, letters, and visits to the Library Director are encouraged and the Director maintains an open door policy. Appointments to meet with the Director are encouraged, but not required. The Library Director or appropriate staff will respond to letters and telephone calls within five workdays. Comments placed in the Library's suggestion box will receive a personal response if desired.

*Adopted by the RHML Library Board of Trustees April 16, 2001  
Reviewed and adopted by Board of Trustees, March 2015*