



# NEW CASTLE • HENRY COUNTY

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## PUBLIC LIBRARY

### Board of Trustee Meeting Public Participation Request

Members of the public are welcome at any open session of the New Castle-Henry County Public Library Board of Trustees.

Please provide the information requested below for the purpose of making a presentation or addressing non-agenda item(s) at a public board meeting, and submit it to the Library Director, if submitted prior to the meeting, or to the Board President, if submitted just prior to the meeting's call to order. Requests submitted after the meeting's call to order will be held over until the next regularly scheduled open session.

Name (please print)	Meeting Date
Address	Telephone #

This is a meeting of the Library Board of Trustees in public for the purpose of conducting the New Castle-Henry County Public Library's business and is not to be considered a public community meeting.

#### Public Input Guidelines

- Anyone wishing to address the Library Board on agenda item(s) is invited to do so at the end of each public meeting without submitting this form. Please wait for the Board President to announce the public participation opportunity.
- A time limit of five minutes shall be enforced for persons wishing to speak during the public participation period unless instructed otherwise by the Board President.
- Comments, questions and/or presentations must be prefaced by a statement including: your name, address and whom you represent, if applicable.
- Individuals may speak only once during this section of the agenda.
- Reasonable decorum is expected. Hostility and/or obscene language will not be tolerated.
- Per New Castle-Henry County Public Library policy, personnel and personal patron issues will not be addressed during open sessions of the Library Board.
- Concerns about individual employees of the district or specific patron issues should be brought to the Library Director, or designee, during the Library's normal hours of operation.

I would like to address the New Castle-Henry County Public Library's Board of Trustees regarding:

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Request submission date: \_\_\_\_\_