

Nashville Public Library – Public Library Board

Procedures for Outside Parties Wishing to Address the Library Board

Meetings of the Nashville Public Library Board are open meetings, and the public is invited to attend. Regular meetings are normally held the third Tuesday of each month at noon.

Process to request to appear before the Public Library Board of Trustees:

- Requests must be **received** 5 days before the scheduled meeting.
- Send a letter (by email, fax or regular mail) to request appearance before the Board that includes: **Name, Address, Phone, Email, Speaker and Topic, and Board Meeting date.** Please send request for appearance to:

Cheri Porter, Administrative Assistant
Nashville Public Library
615 Church St.
Nashville, TN 37219
PHONE: 615-862-5760
FAX: 615-862-5771
EMAIL: Cheri.porter@nashville.gov

- Once the request to appear has been approved, the Speaker will be notified by email or by phone.
- Speaker should arrive at least 10 minutes prior to start of meeting. An Administrative staff member will greet the visitor.
- If Speaker has information for distribution, must have at least 20 copies.
- Speaker has 3 minutes to address the Board.
- Matters raised by the Speaker will be referred to staff for review and preparation of any recommendations to the Board for appropriate action at a later date.

Approved by the Library Board December 21, 2010