

Public Comment at Board Meetings Policy

Purpose:

To Facilitate input from the broader library community, Library Board of Trustees meetings shall include a public comment period.

Policy:

Library Board of Trustees meetings shall include one public comment period at the beginning of each meeting, held after the call to order.

The comment period will be limited to 30 minutes, unless extended by the Board. Each person wishing to speak during a public comment period will be limited to five minutes. Members of the public wishing to provide comment please follow the procedures outlined on the attached form.

Responsibility:

The Board President, or whichever trustee is chairing the meeting, shall oversee application of this policy.

Adopted: 4/11/2024

Reviewed:

Amended:

The Procedure for Providing Comment at Board Meetings

Members of the public may submit public comment:

- in-person, or
- mail

Comments must be received by 12:00pm on the day of a meeting in order to be read during the public comment period.

For the public record, all individuals submitting public comment, in whatever format, must provide:

Name, and

Address

Correspondence may be submitted to:

The Community Library, Attn: Board President, 110 Union St, Cobleskill, NY 12043