



MAMAKATING

LIBRARY

Public Comment at Board Meetings Policy

PURPOSE:

Members of the public are welcome to attend meetings of the Library Board of Trustees and to share input regarding library business. All board meetings are open to the public with notices posted in the building and on the library's website a minimum of 48 hours prior to the meeting time. In order to ensure fair representation of all viewpoints, the following guidelines are established for public comment during meetings.

POLICY:

Library Board of Trustees meetings shall include a period for public comment prior to the adjournment of each board meeting.

Individuals wishing to speak may be asked to state, for public record, their name and group affiliation (if any). All comments should be polite and respectful. The presiding officer of the board meeting may prohibit further comments from any person or group who engages in personal attacks, violent, discriminatory, or other inappropriate discussion or behavior.

The public 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 three (3) minutes.

RESPONSIBILITY:

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

The Board of Trustees has no obligation to respond to the issues discussed during the public comment portion of the meeting. Names of speakers and comments may be summarized in the minutes of the board meeting, however there is no obligation for the minutes to reflect any statements or viewpoints discussed during the public comment portion of the meeting.

COMMENT PROCEDURE:

Members of the public may submit public comment in-person at the Board meeting. Additionally they may submit public comment via email at mam@rcls.org by 4:00pm the day of the meeting. These comments will be read during the public comment period.

All individuals submitting public comment, in person or via email, must provide their name for public record.

The board reserves the right to waive this policy and procedures when necessary to conduct an efficient board meeting.

Adopted by the Mamakating Library Board of Trustees on April 9th, 2025