



Public Comment at Board Meetings Policy

Purpose

To facilitate input from the community, Library Board of Trustees meetings shall include public comment periods.

Responsibility

Library Board of Trustees meetings shall include two public comment periods, one at the beginning of each meeting, held after the call to order, and another before the close of each meeting.

1. Each comment period will be limited to 30 minutes, unless extended by the Board.
2. Each person wishing to speak during a public comment period will be limited to five (5) minutes.
3. Speakers are required to share their name and the group they are representing, as appropriate.
4. Comments shall be brief and to the point and be about library business only. Personal attacks on Library Board Members or staff members will not be tolerated, nor will language that is considered offensive, harassing, or profane.

Procedure

The Board President, or their designee chairing the meeting, shall oversee application of this policy. The Board may or may not take action on any presented items.

Members of the public may submit public comment in-person at the Board meeting. Additionally:

1. Public comment may be submitted via the Library Board of Trustees email account at cohoestrustees@cohoespubliclibrary.org by 5 pm the day before the meeting.
2. Public comment may also be left via voicemail at 518-235-2570 by 5 pm the day before the meeting.
3. Previously delivered comments will be read during the meeting at either the first comment period or the final public comment period, as appropriate.

Voted and adopted on: June 27, 2023