

BALDWINSVILLE PUBLIC LIBRARY
www.bville.lib.ny.us

PUBLIC COMMENT POLICY

The purpose of Baldwinsville Library Board meetings is to enable the Board of Trustees to effectively and efficiently manage the affairs of the library. However, the Board values public opinion and it is the Board's policy to allow Public Comments at its regularly scheduled meetings according to the following procedure.

Intent to Speak Form

Residents of Baldwinsville Library service area who wish to speak can indicate this by filling out the Intent to Speak form, which includes name, address, phone number, and topic to be addressed, at least 24 hours before the meeting.

The form is available at the Circulation Desk in the library and on the library web site.

The completed form may also be returned in a sealed envelope to the Library Director or her Secretary.

At the Board meeting, each public speaker

- (1) may speak only at the time designated "Public Comment" on the meeting agenda.
- (2) may address comments only to the Library Board, not to other participants or the audience. The Library Board may ask clarifying questions, but will not engage in discussion or debate.
- (3) may speak a maximum of three minutes. The time taken by Board questions will not effect the initial time allotted to the speaker.
- (4) may express his/her opinions on the affairs of the Library, but may not make public comments that are critical of specific library staff members. Complaints about staff should be addressed in another venue privately with the Library Director or the Board President.

At the Board meeting, the President of the Board and/or the Library Director

- (1) may address the comments and concerns raised if it is appropriate to do so.
- (2) may need to gather information or take issues under advisement and will respond to the speaker within 30 calendar days.

N.B. The total time for "Public Comments" will not exceed 20 minutes. Should there be more than six (6) persons who wish to speak, the 20 minutes will be divided equally among the participants.

Revised 6/10/15
Adopted 6/15/11

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Board of Trustees, Baldwinsville Public Library

BALDWINSVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES
INTENT TO SPEAK FORM

DATE OF BOARD MEETING: _____

DATE SUBMITTED: _____

ORGANIZATION: _____

NAME: _____ PHONE: _____

ADDRESS: _____

EMAIL: _____

TOPIC BEING ADDRESSED:

Speakers will be limited to three (3) minutes and the topic must be submitted in writing to the Baldwinsville Library Board of Trustees, twenty-four (24) hours prior to the Board meeting.

This completed form should be returned in a sealed envelope to the Library Director or her Secretary.

Adopted 6/10/15
Board of Trustees, Baldwinsville Public Library