

## **SECTION IV. PUBLIC COMMENT POLICY**

The purpose of Baldwinsville Library Board meetings is to enable the Board of Trustees to effectively 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 Central School District who wish to address the Board may do so by filling out the Intent to Speak form, which includes name, address, phone number and topic to be addressed at least 48 hours before the meeting.
- The form is available at the Circulation Desk and on the library web site.
- The completed form must be returned in a sealed envelope to the Library Director or Administrative Assistant.
- If a group of people wish to speak on the same topic one person should be designated as the spokesperson.

### 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) in the interest of time, may speak for a maximum of five minutes or if representing a group, they may speak for up to ten minutes. The time taken by Board questions will not affect 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 30 minutes. Should there be more than six (6) persons who wish to speak, the 30 minutes will be divided equally among the participants.

Adopted 6/15/11

Revised 6/10/15

Revised 2/14/24

Board of Trustees, Baldwinsville Public Library

**BALDWINSVILLE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
INTENT TO SPEAK FORM**

DATE OF BOARD MEETING: \_\_\_\_\_

DATE SUBMITTED: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_ (if applicable)

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_

TOPIC BEING ADDRESSED:

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Speakers will be limited to a brief description of their concern (maximum of five minutes) and the topic must be submitted in writing to the Baldwinsville Library Board of Trustees, forty-eight (48) hours prior to the Board meeting.

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

Adopted 6/10/2015  
Revised 2/14/2024  
Board of Trustees, Baldwinsville Public Library