Massena Public Library

Public Comment Policy

The Massena Public Library Board of Trustees welcomes public comment at regular board meetings, special meetings, and committee meetings. The purpose of this Public Comment Policy is to ensure that interested parties representing various points of view are allowed time to present their views while permitting the Board to conduct their meeting in an efficient and effective manner.

Guidelines

- Public comments are permitted during the time designated on the library board agenda, unless otherwise directed by the Board President.
- At the beginning of the Public Comment segment of the meeting, the Board President or designee will ask if anyone wishes to address the Board and will determine the order in which speakers will be recognized.
- Each speaker will be asked to provide his/her name, address, and group affiliation (if any).
- Each speaker will be allowed a maximum of three minutes to address the board. The Board President or designee will monitor time limits for each speaker.
- Comments shall relate to legitimate Massena Public Library business.
- All comments shall be made with civility and courtesy. All members of the public attending the Board of Trustees meetings must adhere to the Massena Public Library Patron Code of Conduct. The Board President or presiding officer may prohibit further comment if proper decorum is not displayed.
- The Board is not required to provide an immediate response or take action on any speaker comments.
- Minutes of public meetings are a summary of discussion on all matters proposed, deliberated or decided by the Board, and thus, public comments and written materials submitted by the public may not be reflected in the minutes.

Ongoing Use Evaluation

The Public Comment Policy will be periodically evaluated in relation to the Bylaws of the Massena Public Library and all local, state, and federal laws and regulations. The Director and Board of Trustees may update or modify this policy as needed.

This Policy was adopted by the Board of Trustees on January 11, 2022