

PUBLIC COMMENT AT BOARD MEETINGS POLICY

PURPOSE:

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

POLICY:

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.

Each 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 five minutes.

RESPONSIBILITY:

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

PROCEDURE:

Members of the public may submit public comment in-person at the Board meeting. Additionally they may submit public comment via email at publiccomment@albanypubliclibrary.org by 4pm the day of the meeting (to be read during the first comment period) or during the meeting (to be read at the final public comment period).

Public Comment may also be left via voicemail at 518-290-6905 by 4pm the day of the meeting to be read during the first public comment period.

All individuals submitting public comment, in whatever format, must provide their name and address for public record.

As stated above.

APPROVED/REVIEWED

Adopted: November 2007

Amended: October 2010

Reviewed: March 2017

Amended: June 2021