



Cortland Free Library

Books are just the beginning!

Policy Category: Board of Trustees
Policy Title: Public Comment at Board Meetings

Need for Policy: 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.

Policy: Cortland Free Library follow [NYS Open Meetings Law](#). While Open Meetings Law makes no provision for public participation, Cortland Free Library's Board of Trustees welcome various points of view and, as such, set aside a period of time for public expression in their meeting agenda. Public comments are permitted during this designated time.

Please note the following:

- Members of the public who wish to speak at the meeting are encouraged to notify the library in advance and must also sign in at the meeting.
- Speakers will be invited to voice their comments for up to three (3) minutes each during the designated time, in the order in which they signed up, with those who notified the library in advance to go first.
- Speakers must keep to the time limit, without exception.
- Comments shall be about library business only.
- Speakers must address their remarks to the chair.
- Personal attacks on Library Board Members or staff members will not be tolerated, nor will language that is considered offensive, harassing, or profane.
- The Board of Trustees will not engage in dialogue with the public during this time except to thank each speaker.
- Minutes are a summary of the Board's discussion and actions. Speaker requests to append written statements or correspondence to the minutes will not be honored; written materials presented to the Board will be included in the Library's files rather

than the minutes. A brief summary of the public comments will be included in the minutes.

- The Board may or may not take action on or respond to any presented items.

Approved: 8/21/2023

Revised: 3/20/2024

References/Resources

- [Handbook for Library Trustees of New York State, 2018 Edition](#)
- Jurassic Parliament: "[Guidelines for Public Comment in Local Government](#)"
- NYS Division of Local Government Services: "[Conducting Public Meetings and Public Hearings](#)"
- Sarah Glogowski, Executive Director, Finger Lakes Library System (FLLS)
- Tompkins County Public Library (TCPL): [Public Comment Policy](#)