

PERRY PUBLIC LIBRARY

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Board Public Comment Policy

The Perry Public Library is committed to both community engagement and efficiency at board meetings. Therefore, the Library Board of Trustees of the Perry Public Library hereby adopts the following rules for public participation at meetings of the Library Board. These rules serve as a basis for preventing oral interruptions. A public body can regulate actions of the public attending its meetings, so as not to interfere with the deliberative process.

1. Public participation at meetings of the Library Board shall be limited to the public participation segment of the agenda or at the invitation of the chair.
2. Public comment, whether during the public participation segment of the meeting or during a duly designated public hearing, shall be limited to five minutes per person. An individual's time is not transferable. If a person would like to present a longer comment or presentation to the board they can request to be added to the agenda at least a week before the board meeting at which they wish to present. A time limit will be set for any such presentations, and the board president reserves the right to end any such presentation if the speaker falls off their approved topic or becomes otherwise disruptive.
3. Any person, wishing to speak at library board meeting during the public participation segment or during a public hearing, must sign the sign-in sheet upon entering the room. The sheet will be used by the board president or the presiding officer to recognize speakers and the spelling provided will be how the speaker is recorded in the official board minutes.
4. Comments should relate to legitimate library board business. Public comment at a board meeting should concern the actions of the board, not the day to day operations of the library. The library director is available to answer questions outside of a scheduled board meeting.
5. Members of the board, speakers, and audience members must observe proper decorum. Any statement made during the meeting or during a public hearing by the board president, members of the Library Board and staff, or members of the general public shall not involve personal, impertinent, or slanderous attacks on individuals, regardless of whether the individual so attacked is an elected official, a Library Board

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member or staff, or a member of the general public.

6. The board president or the presiding officer shall control the meeting. The use of profane, vulgar, inflammatory, threatening, abusive, or disparaging language directed at the board president, members of the Library Board or staff or members of the general public, or statements by a person not recognized to speak will not be tolerated.

7. Banners, flyers or other signs are not permitted in the meeting room. Distribution of flyers or handouts in the meeting room is also not permitted, unless they have been approved by the board president for distribution prior to the board meeting.

8. Any person who disregards the directives of the Board President or the presiding officer enforcing the rules or who generally conducts himself or herself in a boisterous or inappropriate manner while addressing the Library Board and disturbs the peace at a meeting, will be barred from further participation and will forfeit any balance of time remaining for his or her comments.

9. The Library Board is not obligated to respond to public comments during the meeting.

10. Any public comment will be recorded in the minutes with the person's name, and a general topic on which they were speaking. Minutes will follow the standard of "*Person addressed the board on topic*". Minutes will not attribute a position taken a public speaker (i.e. in favor or against), in order to avoid misrepresentation.