

North Greenbush Public Library

POLICY NAME	Public Comment Policy			POLICY NO.	
EFFECTIVE DATE	3/27/2025	DATE OF LAST REVISION		VERSION NO.	
APPLIES TO Apply group names to define applicable areas of staff.					
Staff	Y	Patrons	Y	Board	Y

VERSION HISTORY				
Version	Approved By	Revision Date	Description of Change	Author

Public Comment Policy for Library Board Meetings

The North Greenbush Public Library values public input and encourages individuals to participate in library board meetings. This policy outlines guidelines for public comments during board meetings to ensure that the community has an opportunity to be heard while ensuring the Board is able to meet its primary responsibility, conducting the business of the library.

Public Comment Procedure

- Before the beginning of a library board meeting, a sign in sheet will be available. Persons wishing to speak are asked to print their name and their address.
- When the public comment item in the agenda is reached, the speakers on the list will be heard in the order that their names appear. The total time for the public comment period will be limited to 21 minutes.
- Each speaker will have three minutes to comment.
- Speakers may not give their comment time to any other speaker in order to extend that individual's time to comment.
- If any speaker on the lists does not have a chance to address the board at the meeting, he or she may submit comments in writing. Comments in writing may be sent to the attention of the Library Director at North Greenbush Public Library.

Public Comment Guidelines

a. **Respectful Conduct:** Public comments should be presented in a respectful and civil manner, fostering constructive dialogue and maintaining decorum. Personal attacks, harassment, or disruptive behavior will not be tolerated. Public comments must refrain from profane language and from discrimination based on race, ethnicity, gender, religion, sexual orientation, disability, or any other protected characteristic.

b. **Confidentiality:** Public comments should not include personal or confidential information about individuals unless such information is already publicly available or required by law.

c. **Moderation:** The library board president or designated presiding officer retains the authority to enforce this policy during the meeting, including time limits and maintaining a respectful environment.

Approved by Board March 27, 2025