

## **Board Meeting Public Comment Policy**

### **Watkins Glen Public Library**

The purpose of a Board Meeting Public Comments policy is to provide time for members of the general public to orally address the Board during its monthly meetings in a fair and organized manner. The Board of Trustees ("Board") of the Watkins Glen Central School District Free Public Library ("Library") complies with the Open Meetings Law of New York State. Its meetings are open to the public.

The Open Meetings Law does not include provisions about the public addressing the Board during its meetings. However, the Library will allow visitors that attend its meetings to address its Board. In order for the Board to fulfill its obligation to complete its scheduled agenda in an effective and efficient fashion, a maximum of fifteen (15) minutes of public participation will be permitted at the beginning of each meeting.

All persons wishing to address the Board are required to sign in prior to the call of order and will be recognized in the order in which they are signed in. Each speaker is given a maximum of three (3) minutes to address the Board. If several persons wish to speak, each will be allotted a maximum of three (3) minutes until the public participation of fifteen (15) minutes is used.

Persons who address the Board may speak only once per meeting and for no longer than a maximum of three (3) minutes each. Speakers must limit their topic to Library matters only and must reside in the Watkins Glen Central School District.

The Board President or the Trustee presiding at the meeting will introduce each registered speaker and will keep track of the time. The Board appreciates comments from the public but may not address issues during the meeting. No item raised during the public comment period may be acted upon by the Board unless it was on the posted agenda.

*Adopted March 11, 2025*