

## **TRUSTEE RESPONSIBILITY**

### **Public Comment**

- I. STATEMENT** The Red Jacket Community Library welcomes input from the community we serve. This includes welcoming the public to attend and comment at regular Board meetings, special meetings, and committee meetings.
  
- II. PURPOSE** To provide guidelines that encourage public input while permitting the Board to conduct Library business meetings in an efficient and effective manner.
  
- III. POLICY**
  - A. GUIDELINES**
    - 1. Public comment is reserved for residents of the Manchester-Shortsville School District, library patrons, and library employees. These individuals shall be permitted an opportunity to address the Red Jacket Community Library Board of Trustees under the following guidelines:
      - a. Public comments shall be limited to the “discussion with public or employee visitors” portion of the meeting agenda or at the invitation of the chairperson.
      - b. At the beginning of public comment, the chairperson will ask if anyone wishes to address the Board and will determine the order in which speakers are recognized.
      - c. Speakers will be asked to provide their names, address, and any group affiliation.
      - d. Each speaker will be allowed a maximum of three minutes to address the Board. The Board Secretary will monitor time limits for each speaker.
      - e. Speakers are invited to submit longer statements to the Board in writing. The Board will read and consider such written comments outside of the meeting.
      - f. Comments shall relate to legitimate Red Jacket Community Library Board of Trustees business.
    - 2. Board members will listen with courtesy and civility to all public comments. All public comments will be made with courtesy and civility.
    - 3. The chairperson may prohibit further comment if the use of threatening, derogatory, or profane language is directed toward another person.
  - B. BOARD RESPONSE**
    - 1. The Board is not required to provide an immediate response or take any action on public comments or submitted statements.
  - C. MEETING MINUTES**
    - 1. Minutes of public meetings are a written summary of the proceedings and actions of the Board.
    - 2. Public comments and submitted statements by the public may not be reflected in the minutes.

**IV. REFERENCES**

A. None

Revision History	
7/16/2024	Reformatted. Section A.1 Limits public comment to residents, users, and employees. Minor changes or clarifications have been made in sections A.1.a, b, c, A.2., A.3, B.1, and C.2.