

DRAFT PUBLIC COMMENTS POLICY – ATTORNEY REVIEWED MAY 2026

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To facilitate input from the broader library community, the Valley Cottage Library Board of Trustees (the “Board”) invites the public to make comments at Board meetings on relevant subjects concerning services, policies, and operations of the Library. It is not a question-and-answer session or a forum for debate between speakers and the Board.

The Board meeting agenda shall include a stated period for public comment.

The public comment period will be limited to up to thirty (30) minutes, and may be extended past thirty minutes at the discretion of the Board. Speakers should address their comments to the presiding officer of the Board meeting and maintain civility. Persons making comment at a Board meeting may direct questions or comments to Board members of Library officials only upon approval of the presiding officer of the Board meeting. Each person wishing to speak during a public comment period will be limited to three (3) minutes each, unless otherwise extended at the discretion of the Board. Individuals may not speak more than twice during the public comment period at a single Board meeting. No individual may make additional comments until all others wishing to speak have an opportunity to do so.

Individuals wishing to speak shall be asked to state their name and group affiliation, if any, for the record. The presiding officer of the Board meeting may prohibit further comments from any person or any group engaging in personal attacks, or violent, discriminatory, profane, or any other inappropriate discussion or behavior, including any of a religious and/or political nature, or other comment which violates this policy. Comments that disrupt the meeting, include threats of violence, or materially interfere with the orderly conduct of the meeting may result in the speaker being asked to conclude their remarks. Comments are not permitted addressing confidential personnel issues.

Names of speakers and comments may be summarized in the minutes of the Board meeting. However, there is no obligation for the minutes to reflect any statements and/or viewpoints discussed during the public comment portion of the meeting.

The Board is under no obligation to respond to any concern or issue expressed during the public comment portion of the meeting. If a routine question can be answered, the Board may respond.

The Board reserves the right to waive and/or modify this policy necessary.

Adopted xx,xx,xxxx

Redline Attorney draft below –

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The Board is under no obligation to respond to any concern or issue expressed during the public comment portion of the meeting. If a routine question can be answered, the Board may respond. ~~However, the Board reserves the right to perform a thorough investigation and/or respond at an appropriate time and manner.~~

The Board reserves the right to waive and/or modify this policy ~~when it deems it as necessary to conduct an efficient Board meeting.~~