

## Public Comment Policy

The Catskill Public Library welcomes input from patrons and other members of the public on library matters. In order to conduct orderly monthly board meetings, the Catskill Public Library has adopted the following policy on public comment.

Before the beginning of a monthly meeting, a sign in sheet will be available. Persons wishing to speak are asked to print their name, their address (and, if they wish, other contact information) and the topic of their comments. After the meeting has been called to order, a second sign in sheet will be available for persons wishing to speak who did not get to sign in on the first one.

- After calling the meeting to order, the president or presiding officer will review the first sign-in sheet and the meeting agenda and, in his or her discretion, decide whether to change the order of business.
- The president or presiding officer will then announce when the public comment item will take place on the agenda.
- When the public comment item is called, the speakers on the first list will be heard in the order that their names appear, followed by the speakers on the second list in the order that their names appear.
- Each speaker will have four minutes to comment.
- The Catskill Public Library reserves the right to engage in dialogue with each speaker as needed.
- The Catskill Public Library reserves the right to listen to the speaker, and/or review written submissions, and to reply to the speaker in writing.
- The total time for the public comment period will be limited to 30 minutes. 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.

**Resolution: Adopted 03/22/2023 by unanimous vote of the Board of Trustees of the Catskill Public Library.**