

PUBLIC COMMENTS POLICY AND PROCEDURES

The purpose of meetings of the Kinderhook Memorial Library Board of Trustees is to conduct Library business. The Board also designates a portion of each of its regularly scheduled meetings to hear public comments. Meetings are typically held on the third Tuesday of the month, starting at 7:00 p.m., in the Library meeting room at 18 Hudson Street, Kinderhook. The Board does not meet in August. Advanced notice will be provided on the Library's website if a meeting has been cancelled or rescheduled or will be conducted via video conference. Public comments are heard at the beginning of the meeting.

The following policies and procedures apply to the public comments period:

- Any member of the public may attend a meeting of the Board. To make public comments, however, individuals must register in person at the meeting location between 6:45 pm and 7:00 pm on the day of the meeting. All individuals wishing to speak will be required to sign in with their name, physical address (no post office boxes), and the topic to be addressed.
- The Board will set aside a period not to exceed a total of fifteen minutes for public comments.
- Each speaker will be allotted a maximum of three minutes to make comments regardless of the total number of speakers registered, unless otherwise permitted by the President of the Board. The time limit will include comments and responses. A member of the Board will serve as timer and advise the speaker when one minute remains.
- If there is a delegation or other group that wishes to speak on one topic, they will be asked to select a representative who will use the three minutes to speak for the group.
- In the event that more than five individuals wish to speak, the President will decide if additional time will be provided.
- Priority will be given to members of the public residing or owning property within the Library service area. In addition, to ensure that the Board and others in attendance hear from as many people as possible, priority will be given to individuals who have not spoken at previous meetings. Depending on the number of people registered to speak, an individual may not be able to speak at consecutive meetings.
- If the speaker wishes to distribute written materials to the Board, they must provide sixteen hard copies of all documents during the registration period prior to the start of the meeting.
- Each speaker must wait to be recognized by the President to begin their comments. The President will ask the speaker to begin by stating their name, address, and any pertinent affiliations.
- Comments are to be directed to the President of the Board and confined to the stated topic.
- The President has the authority to end the time of any speaker if, in the President's judgement, the speaker is refusing to follow the above policies and procedures or is otherwise disrupting the Board's ability to conduct the meeting.
- The Board also accepts written comments in lieu of in-person comments. Written comments must be addressed to the President of the Board and be received by noon on the Friday before the meeting.