

PUBLIC COMMENTS PROCEDURES

Meetings of the Board of Library Trustees

The Millbrook Library Board of Library Trustees designates a portion of each of its meetings to hear public comments. Public comments will be heard at the beginning of a meeting.

1. In order to make comments, members of the public must sign up by phone on the day of the meeting between noon and 5 p.m. by calling the Director's Office (845-677-3611 x 3).
2. Members of the public can also sign up in person from 5p.m. to 6p.m. at the location of the meeting.
3. Individuals wishing to speak at the meeting will be asked to provide their name and address and the topic they plan to address.
4. A period not to exceed thirty (30) minutes shall be set aside for these public comments. The chair may group speakers if they see that more than one person wishes to address the same topic.
5. There will be a three-minute time limit per individual, unless otherwise ruled by the chair. Time limit to include comments and response. A timer will be provided and speakers advised when one minute remains. If there is a delegation or group to speak on one topic, the group will be asked to select a representative who will use the three minutes to speak for all in the group.
6. In the event that more than 10 people wish to speak, the Chair will decide if more time will be provided at the end of the meeting for additional comments to be heard. In order to ensure that the Board and others in attendance hear from as many people as possible, preference will be given to members of the public who have not spoken at previous meetings. Depending on the number of people signed up to speak and the amount of time remaining, an individual may not be allowed to speak at two consecutive meetings. Written comments are encouraged.
7. If fewer than 10 people have comments, the remaining time within the 30 minute set-aside can be used by people who have additional comments. The time will be equally divided among the number of people remaining. For example, if 10 minutes remain and 5 people have additional comments, then each person shall have two minutes to speak.
8. Library staff will distribute any information the speaker would like to be given to board members. Copies of comments or other documents must be provided by the speaker before the meeting begins.

Speaker Expectations

- Comments are to be directed to the President of the board.
- All speakers will be asked to begin by stating their name and address.

Approved by the Millbrook Library Board of Trustees on May 16, 2023.