



Public Comment Policy At Woodward Memorial Library Board of Trustees Meetings

- Visitors must sign in with your name and address and indicate whether they are a resident of the LeRoy Central School District
- Only one person at a time may speak.
- The speaker must give their name.
- All comments shall be directed only to the Library Board.
- Comments must be five minutes or less.
- Speakers may only speak once.
- Speakers shall stay on the topic, which is to comment on Woodward Memorial Library policy or operation.
- This is not a question or answer period. This is the Library Board's opportunity to listen to your concerns or comments.
- Any response by the Board will be in writing at a later time but the Board is not required to provide a response or take action on any speaker comments.
- If comments are made from the floor, or if any speaker uses inappropriate or abusive language or personally attacks anyone, that person will be cut off and may not be recognized in the future for public participation.
- New York's Open Meetings Law confers upon the public the right to observe the performance of public officials and attend and listen to the deliberations and decisions that go into the making of public policy. It does not give the public the right to speak or participate in board meetings. Observers should recognize that the board is under no obligation to brief observers on matters before the board or to take or respond to questions from observers. Observers may participate in discussions only if recognized by the board.
- Minutes of public meetings are a summary of discussion on all matters proposed, deliberated, or decided by the Board, and thus, public comments and written materials submitted by the public may not be reflected in the minutes.

Ongoing Use Evaluation

The Public Comment Policy will be periodically evaluated in relation to the mission of the Woodward Memorial Library and in accordance with all local, state, federal laws and regulations by the Director and Board of Trustees. The Director and Board of Trustees may update or modify the Document Retention Schedule as necessary. Modifications must be reviewed and approved at a regular meeting of the Board of Trustees.

Approved by WML Board of Trustees 10/11/17

Reviewed 10/22, Updated 11/8/23