



Public Comment Policy

The Crandall Public Library (CPL) Board of Trustees welcomes public comment at regular board meetings, special meetings, and committee meetings. The purpose of this Public Comment Policy is to ensure that interested parties representing various points of view are allowed time to present their views while permitting the Board to conduct their meeting in an efficient and effective manner.

Guidelines:

- Public comments are permitted during the time designated on the library board agenda and will be cumulatively limited to 30 minutes, unless otherwise directed by the Board President.
- At the beginning of the Public Comment segment of the meeting, the Board President or designee will ask if anyone wishes to address the Board and will determine the order in which speakers will be recognized.
- Each speaker will be allowed a maximum of 3 minutes to address the board. The Board President or designee will monitor time limits for each speaker.
- All public comments shall be addressed to the Board as a whole. No comments shall be addressed to individual members of the Board, Library staff, or other members of the public.
- Each speaker will be asked to provide his/her name and group affiliation (if any). Anyone refusing to identify him or herself will not be permitted to speak. Groups wishing to comment must select 1 representative to present the group's view.
- All comments shall be made with civility and courtesy in accordance with the Library's Civility Policy (see attached), and relate to legitimate Library business. The Board President or presiding officer may prohibit further comment if proper decorum is not displayed. Should conditions require, library Security or Glens Falls Police may be called to intervene.
- Public comments can be a valuable source of information for board members, but the public comment period is not a question-and-answer period. The Board is not required to provide an immediate response or take action on any speaker comments.
- Minutes of public meetings are a summary of discussion on all matters proposed, deliberated or decided by the Board, and thus, there is no obligation for the minutes to reflect any detailed statements or viewpoints discussed during the public comment portion of the meeting. However, Board minutes will reflect the name of any speakers and the substance of any comments. Any materials presented to the Board will be included in the Library's files rather than the minutes.

Adopted by the CPL Board of Trustees June 24, 2023

Civility Policy

The Library fosters positive communication and discourages disrespectful treatment. The Library is a place for the ongoing exploration and exchange of ideas. The Library believes that mutual respect practiced and reinforced by all staff, trustees, Friends, and patrons of the Library will enhance the Library's mission. We are dedicated to high standards of civility and decency towards one another, where all people can express opinions in an atmosphere free of demeaning or abusive treatment.

The Library is not a place for threats or intimidation of others on any grounds, including: race, ethnicity, gender, age, disability, sexual orientation, religion, veteran status, and political beliefs.

The Library strives to maintain a positive work environment where employees treat each other with respect and courtesy. The best way to ensure an environment of civility is to constantly practice it. Modeling the behavior will send a sound message that all people deserve to be treated with respect.