Public Comment at Board Meetings of
Jervis Public Library Association, Inc.

The function of the meetings of the Board of Jervis Public Library Association, Inc. is to conduct the business of the Board. This is done in compliance with New York State's Open Meetings Law. Although Library Board meetings are not public hearings, the Board encourages public attendance and provides an opportunity for public comment.

Time is reserved at the beginning of each Board meeting for public comment. Public comment is limited to this period with a maximum of three minutes for each speaker. Total public comment time is limited to 15 minutes. At a Board meeting with many public commenters and extenuating circumstances, this may be extended as deemed necessary by motion of the President of the Board and a vote of the Board.

Members of the public who wish to speak must sign in with name, address, and contact information on the speaker sign-in roster prior to the public comment period, must be present while the floor is open to public comment, and must identify themselves and provide their address and group affiliation (if any) to the Board as a preface to their three-minute speaking limit.

The names of public speakers will be called in the order in which they appear on the sign-in roster. Those who decline to identify themselves, are not present when called, or do not follow the protocol for public comment will not be able to provide public comment at the meeting.

Public comments are addressed to the entire Library Board and will be taken into consideration during the meeting's business and/or afterward as appropriate. Neither the Library Director nor the Library Board members will respond to the comments during the public comment period. Action items (e.g. policy amendment or creation, actions regarding staffing) will not be added to the Board agenda based on comment at the meeting.

As with all activity on library property, behavior violations result in the application of the progressive discipline up to and including barring from the property and/or contacting law enforcement as applicable.
In the unlikely event that any person(s) speaking during the public comment period exceeds the time limit or violates the library's Rules of Behavior or any other applicable rule or law, the Board President will declare that person to be out of order, the person must stop speaking, and appropriate action is taken in the context of the rule or law violated and the severity of the violation.

Public comment becomes part of the record of the meeting via inclusion in the meeting minutes.

In addition to speaking during public comment at the regular Board meetings, members of the public are encouraged to contact the Library Director, the Library's Administrative Assistant, or members of the Board to discuss any topics of interest regarding the Library. This discussion may result in action by Library Administration, the addition of an item to a future Board meeting agenda, or the referral of an item to a Board committee's consideration.

Adopted 09/15/22
Amended 12/20/23