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| BROOME COUNTY PUBLIC LIBRARY POLICY & PROCEDURE MANUAL | SECTION | Trustees/County City | POLICY # | 0101-0 |
| | EFFECTIVE | October 19, 2009 | PAGE | 1 OF 1 |
| | SOURCE | BCPL Board of Trustees | | |
| | SUPERCEDES | July 2, 2009 | | |

BCPL POLICY ON PUBLIC COMMENT AT BOARD OF TRUSTEES' MEETINGS

The BCPL Board of Trustees ("Board") welcomes relevant constructive comment from the public at its meetings. So that the process will be efficient and productive, the following protocol is established.

1. A "Public Comment" line will be included in the agenda for regular Board of Trustees' meetings which will be placed after Amendments to the Agenda.
2. Public comments, and any matter submitted, where a response is requested from the Board must be in writing (e-mail is acceptable) and submitted to BCPL's Director at least five (5) business days prior to the next Board meeting. The total time for public comments will be limited to twenty (20) minutes, with each person limited up to five (5) minutes. Priority recognition will be given to those persons who have not previously addressed the Board.
3. Written inquiries sent to the Board, or comments made at Board meetings, must be relevant to the Board's functions and responsibilities, i.e., library's mission, policy, finances, strategic planning, and must not address issues to which the Board has responded in the previous nine (9) months, a determination of which will be made by the Chair.
4. This policy is subject to cancellation or modification, at any time, at the discretion of the Board.

This policy will be published on BCPL's web site, will be available at BCPL's administration office, and will be handed out to the public at Board meetings.

BCPL's administration and staff are also available to hear and respond to public comments. To submit a comment to BCPL directly, rather than the Board of Trustees, please write to: bcpl@bclibrary.info