

## **Public Participation at Board Meeting**

The Lindenhurst Memorial Library Board of Trustees encourages public comment at Board meetings. Two periods for public expression are provided at each regular meeting of the Board. During this period the Board President will ask for brief comments from the public and will set a time limit on such comments. Individual presentations shall be limited to no more than three (3) minutes.

If the Board of Trustees is unable to meet in person due to a health emergency/infectious disease outbreak and/or under direct edict of a state or county executive order, the Board will comply with such directives and meet virtually. This may preclude public comment from occurring during the virtual meeting. In such cases, the Library may solicit comments/inquiries to the Board of Trustees for its consideration, prior to the start of (or subsequent to) the meeting, using the following email:

[libraryboard@lindenhurstlibrary.org](mailto:libraryboard@lindenhurstlibrary.org)

Periods for public expression will be included on the Board Meeting Agenda, typically after the approval of the prior meeting minutes, and after “new business” on the agenda. Persons wishing to speak will identify themselves, any organizations they might be representing at the meeting and, where applicable, the agenda topic they wish to discuss. Comments should be kept as brief as possible and relate to public library matters. Members of the Board of Trustees are not obligated to respond to questions or comments from the public, but may do so at their own discretion.

The Board President is responsible for the orderly conduct of the meeting and shall rule on such matters as: the time to be allowed for public expression; the appropriateness of the subject being presented; and the “timeliness” of such presentation.

Undo interruption or other interference with the orderly conduct of Board business cannot be allowed. Defamatory or abusive remarks are always out of order. The presiding officer may terminate the speaker’s privilege of address if, after being called to order, he or she persists in improper conduct or remarks.

At a public meeting of the Board, no persons shall verbally initiate charges or complaints against individual employees of the Library. All such charges and/or complaints shall be presented to the Library Director in writing, signed by the complainant. All such charges, if properly presented, shall be handled by the Library Director for investigation and report.

Adopted: April 17, 2019

Revised: May 30, 2020