

Salina Library
Public Comments Policy

Members of the public are welcome to attend Salina Library board meetings. Public comments are limited to library-related subjects.

Comments from the public to the Board of Trustees are welcome in writing, addressed to:

Board President
Salina Library Board of Trustees
100 Belmont St.
Mattydale, NY 13211

Comments may also be emailed to trustees@salinalibrary.org.

Each regular meeting of the Salina Library Board of Trustees includes an agenda item at the start of the meeting for "Public Comments." The following policy guidelines apply to those who wish to speak:

- All individuals who wish to speak are required to sign in before the call to order.
- The board president or designee will recognize speakers in the order in which they sign in.
- Each person is allowed a maximum of five minutes to speak unless additional time is granted by the board president.
- Statements made during meetings are expected to be civil, respectful, relevant to library business, and of reasonable length.
- Public comment by use of any telecommunications device will not be permitted except in the case of individuals with disabilities that prevent them from attending in person. Individuals that require disability-related accommodations are requested to contact the library director one week in advance of the meeting.
- Speakers should refrain from making public comments that are critical of specific staff members. Complaints about staff should be provided to the library director or board president during regular library hours.
- The Board of Trustees may or may not be able to respond immediately to all questions or to requests for action. All requests will be noted and the board will respond after it has had an opportunity to consider and/or investigate the requests.
- Meeting minutes are a summary of the board's discussion and actions. A summary of the public comments will be included in the minutes. Written materials presented to the board will be included in the library's files rather than the minutes.