

FLLS PUBLIC COMMENTS POLICY

All library board meetings fall under the provisions of Open Meetings Law. Finger Lakes Library System follow NYS Open Meetings Law. Board meetings are for the conduct of library business. Open Meetings Law makes no provision for public participation; however, the FLLS board sets aside a period for “public comment” in the agenda for each meeting. Public comments are only permitted during this designated time.

Please note the following:

- Those wishing to speak during public comment will be asked to sign in and share their name.
- All members of the public attending a board meeting, regardless of residency, may speak. However, the board will ask if the member of the public is a resident of the chartered service area of the library system.
- Speakers will be invited to voice their comments for up to three (3) minutes each during the designated time, in the order in which they signed up. Speakers must keep to the time limit, without exception.
- Comments shall be about library system business only. Personal attacks on library system board members or staff members will not be tolerated, nor will language that is considered offensive, harassing, or profane.
- The Board of Trustees will not engage in dialogue with the public during this time except to thank each speaker.
- Minutes are a summary of the board's discussion and actions and available after each meeting. Speaker requests to append written statements or correspondence to the minutes will not be honored; written materials presented to the board will be included in the library's files rather than the minutes. A brief summary of the public comments will be included in the minutes.
- The board may or may not take action on or respond to any presented items.

References

- Open Meetings Law: <https://opengovernment.ny.gov/open-meetings-law>
- *Handbook for Library Trustees of New York State* (2023)
- *Cortland Free Library Public Comments Policy*

Approved by the FLLS board January 15, 2025