

*OPEN FORUM POLICY*

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## **Public Participation at Liverpool Public Library Board of Trustees Meetings**

The purpose of Liverpool Public Library Board meetings is to enable the board to effectively and efficiently manage the affairs of the library. However, the board values public opinion and it is the board's policy to set aside a segment of its meetings for public comment.

The procedure is that each board meeting agenda will include an Open Forum. Members of the library's service area (Liverpool Central School District residents) or non-residents who have a relationship with the library wishing to speak during the Open Forum will indicate this by filling out an Intent to Speak form. The form includes name, organization (if any), address, phone # and topic to be addressed. The forms can be filled out and passed to the board president any time before the agenda item Open Forum is announced. Typically, the board agenda lists Open Forum after Items for Discussion.

Each person speaking may take up to five minutes if necessary. During a board meeting, the majority of the board present may determine to extend, reduce or eliminate Open Forum and/or the time allowed to an individual speaker.

During Open Forum speakers may express their opinions on the affairs of the library. However, speakers should refrain from making public comments that are critical of specific library staff members. Complaints about a particular individual should be taken to the library director or the board president during regular business hours.

The president of the board and/or the library director will address comments and concerns raised in Open Forum if it is appropriate to do so. At times, the board president or library director may need to gather information or take certain issues under advisement and will respond to the speaker at a later date.