



Mattituck-Laurel
LIBRARY

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Public Participation at Board Meetings

Under the Open Meetings Law providing for public participation is not required, although the Board sets aside a period of time for public expression on the agenda. Board meetings are for the purpose of conducting library business and are open for observation by the public. The only exception shall be those meetings or portions of meetings that are devoted to Executive Session. Board meetings are not to be considered a public hearing concerning library affairs.

The Board is committed to conducting its meetings in a civil, orderly, efficient and productive manner designed to allow the Board's regular agenda to be completed in a reasonable period of time while allowing a fair and adequate opportunity for public input governed by the following principles:

1. Public participation at Board meetings is limited to the public comment portions of the meeting as indicated in the agenda. At all other times during a Board meeting, the audience will not be recognized by the Board unless specifically requested to do so by the President of the Board (or other presiding officer).
2. Persons wishing to address the Board must be physically present and shall provide their name and address to the Board prior to the start of the meeting.
3. Each person addressing the Board is limited to three (3) minutes. This time limit may be modified at the discretion of the Board in order to ensure an orderly and productive meeting. A maximum of thirty (30) minutes of public participation will be permitted at each meeting. The secretary will keep track of time.
4. Persons are strongly encouraged to discuss their comments and concerns with the appropriate library staff members or administrators before directing such comments to the entire Board during a meeting.
5. Persons addressing the Board are expected to observe a level of civility and decorum appropriate for a public meeting, and refrain from vulgar, profane, or harassing and/or personal attacks. The President of the Board (or other presiding officer) may terminate any presentation deemed not to adhere to these standards.

Board members are not required to respond to questions or statements made during the public expression portion of the meeting.

Charges, complaints, or challenges regarding individual employees or trustees must be presented in writing to the Library Director and signed by the complainant.

Matters upon which Board action is desired should be submitted in writing to the Board of Trustees, care of the Library Director, at least one week in advance of the Board meeting.

Failure to adhere to these principles may result in removal from a meeting. A copy of these guidelines will be placed next to the draft agenda.

Adopted 11/13/2023

Revised 5/13/2024