



# Onondaga County Public Library Board Policy

Page: 1

## Public Comment Policy

1<sup>st</sup> Consideration: 9/20/2018  
2<sup>nd</sup> Consideration: 11/14/18  
Resolution #: 18-26  
Date Approved: 11/14/18  
Review Date: November 2021

### Public Participation at OCPL Board of Trustees Meetings

The purpose of OCPL 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 allow for public comment at its regularly scheduled meetings (<https://www.onlib.org/learn/about-ocpl/board-trustees>) according to the following procedure.

Persons who wish to speak will indicate this by submitting the Intent to Speak form at least 24 hours before an OCPL Board meeting. The form includes name, organization (if any), address, phone # and topic to be addressed. The form is available on the library's website or by calling 315.435.1900 and may be returned electronically to [board@onlib.org](mailto:board@onlib.org) or by mail to Board of Trustees, Onondaga County Public Library 447 South Salina St Syracuse, NY 13202.

Generally, each person speaking may take up to a maximum of three minutes. Written comments may be submitted for more complex or lengthy topics.

During Public Comment 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 are addressed to the library's executive director ([director@onlib.org](mailto:director@onlib.org)) or the Board president ([board@onlib.org](mailto:board@onlib.org)).

The president of the Board and/or the executive director may address comments and concerns raised in Public Comment if it is appropriate to do so. At times, the Board president or executive director may need to gather information or take certain issues under advisement and will respond to the speaker at a later specified time.

**OCPL BOARD OF TRUSTEES  
INTENT TO SPEAK FORM**

**DATE OF BOARD MEETING:** \_\_\_\_\_

**DATE SUBMITTED:** \_\_\_\_\_

**ORGANIZATION:** \_\_\_\_\_

**NAME:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**TOPIC BEING ADDRESSED:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*Speakers will be limited to three (3) minutes and topic must be submitted in writing to the OCPL Board of Trustees, twenty-four (24) hours prior to the board meeting. Topic being addressed must pertain to OCPL, Central and city branches.

Please hand deliver, mail, email, or fax the completed form. Hand deliver/mail: OCPL Board of Trustees, 447 S. Salina Street, Syracuse NY 13202; email: [Board@onlib.org](mailto:Board@onlib.org)