



## Youngstown Free Library

240 Lockport St. Youngstown, NY 14174  
(716) 745-3555  
[www.youngstownfreelibrary.org](http://www.youngstownfreelibrary.org)

### Meeting Procedures: Public Comment Policy

Board meetings are held to conduct the business of the library and, as required by Open Meetings Law, they are open for observation by the public. They are not public hearings about library affairs.

The meeting materials are on the Library's website at <https://youngstownfreelibrary.org/library-board-reports.html>. If you need a hard copy of the materials, please alert the library staff by noon on the day of the meeting.

Under Open Meetings Law, a provision for public comment/participation is not required; however, the Youngstown Free Library Board regularly sets aside a period for communication from residents of our service area who are library cardholders.

Public participation is conditioned on the following rules:

1. If you wish to speak, please sign in with your legal name, residence, and Youngstown Free Library card number at the door. You will be called to speak in the order in which you signed up.
2. Due to time constraints, you will be limited to 3 minutes. Time will be kept, and you will be given a "30 seconds left" alert.
3. Just as when you are in the Library, any violation of the Library Code of Conduct while attending a board meeting or speaking to the board may result in consequences. Any threats, illegal harassment, or disruptive behavior may result in loss of access to the Library.
4. The Library is a community resource, and your comments will help inform the Board's governance of that resource. Your comments will be treated with respect by this Board.

The presiding officer of the Board reserves the right to forego or close a public comment period. Board members are not required to respond to questions or statements made during the public comment portion of the meeting. If speakers wish to share additional comments, they may make available written statements to the Board.

### Meeting Procedures: Public Comment Policy

|             |   |
|-------------|---|
| Adopted by: | Youngstown Free Library Board of Trustees |
| Adopted on: | May 19, 2025                              |
| Amended on: |   |