

Rockwell Falls Public Library

Board of Trustees Meetings Policy

Purpose:

This policy establishes (1) procedures for creating agendas for Board of Trustees meetings; and (2) expectations for conduct during Library Board meetings, in order to foster collaboration, allow for Library business to be undertaken in a timely and efficient manner, and advance the mission of the Library within the community.

Policy:

1. Preparation of the Meeting Agenda

In order for meetings to begin on time and with a clear purpose, the Board President, with input from Board Members and Library staff, will create a draft agenda. This draft should be circulated to board members and Library Director approximately 1 week in advance of the monthly meeting, soliciting additional input, and/or edits.

The Library Director is responsible for insuring that all documents submitted by the Board President be duplicated and presented with the agenda to board members as part of a final meeting agenda packet.

For meetings scheduled at least one week in advance, final agendas should be publicly posted a minimum of 72 hours in advance of the meeting. For all other meetings the final agenda will be posted within a reasonable period prior to the meeting. Any documents included as part of the meeting packet for discussion by the Board that would otherwise be available to the public shall be made available on request to the extent practicable at least 24 hours in advance of the meeting.

2. Meeting Protocols

In advance of the meeting and as part of the final meeting agenda packet, the Board President, Members of the Board and Library Staff may provide documents to the Board which will be under consideration at the upcoming meeting. It is hoped that board members will familiarize themselves with the agenda and accompanying documents in advance of the Board meeting.

As part of the meeting protocol, Members of the Board are asked to limit themselves to 3-minute periods of expressing opinions or asking questions on a particular matter unless afforded additional time by the Board President, so discussions can be concise and to the point, and all Members of the Board may have an opportunity to speak.

Meeting participants are asked to await recognition from the Board President.

3. Code of Conduct

Board Members are expected to model respectful behavior for the community it serves by observing common courtesy, refraining from interrupting each other, and speaking to and about each other respectfully.

Attendees at Board public meetings are also expected to observe common courtesy, avoid disruption of public business, refrain from speaking except during periods of public comment, and to comply with public comment protocols.

4. Periods of public comment and expression

Board meeting agendas may provide a period for public comment. The following are protocols for those wishing to provide public comment. These protocols will be announced prior to the public comment period.

1. The public comment period is restricted to the reserved times stated on the agenda comprising a total of no more than 30 minutes per meeting.
2. Speakers are to be recognized by the designated moderator, must step to the front of the room, state their name and affiliation (if any).
3. Remarks of each speaker are limited to 2 minutes and must be addressed to the Board as a body and not to any individual Board Member.
4. Remarks shall observe commonly accepted rules of courtesy and respect.
5. Questions may be posed to the Board. If Board Members or the Library Director are unable to answer the question, research will be conducted and a response will be made in writing at the earliest opportunity.
6. Priority during the Period for Public Comment will be reserved for residents of the Hadley-Luzerne Central School District.