

## **PUBLIC COMMENT POLICY**

The Board of Trustees values input from the Theresa community and includes a public comment period after the call to order at its monthly meeting.

The public comment period is limited to a total of ten (10) minutes, unless extended by the Board. Each person wishing to speak during the public comment period will be limited to two (2) minutes.

Written public comments must be sent to the library's address one week prior to the scheduled meeting (to be read during the public comment period.)

All individuals submitting public comment, in whatever format, must provide their full legal name and physical address for public record.

Email: [thelib@ncls.org](mailto:thelib@ncls.org)

Postal mail:       301 Main Street  
                          Theresa, NY  
                          13691

APPROVED: 05/10/2022