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Henrietta Public Library
625 Calkins Road
Rochester, NY 14623

Public Comments and Periods of Public Expression Policy

Adopted May 10, 2017

Updated August 2021

Members of the public are welcome to attend Henrietta Public Library Board meetings. Library board meetings are for the conduct of Library business. New York State's Open Meetings Law confers upon the public the right to observe the performance of public officials and attend and listen to the deliberations and decisions that go into the making of public policy. It does not give the public the right to speak or participate in board meetings.

Comments from the public to the Library Board are welcome in writing, addressed to:

Library Board President
Henrietta Public Library Board of Trustees
625 Calkins Rd.
Rochester, NY 14623

In addition, each regular meeting of the Henrietta Public Library Board of Trustees includes an agenda item at the start and end of each meeting for "Period for Public Expression." The conduct for this portion of the agenda adheres to the Points of Order for Public Participation at Henrietta Town Board Meetings. A few excerpts from the points of order are outlined below. The full Points of Order for Public Participation at Henrietta Town Board Meetings can be found at: <https://www.henrietta.org/bc-lb>

- The Library Board requests that an individual wishing to speak sign up on a signup sheet that will be made available before the start of the meeting.
- The Library Board President or designee will call each name listed on the signup sheet and, when a person's name is called, they should introduce themselves and make their comments.
- Each speaker is encouraged to be thoughtful about ensuring that reasonable time is afforded for other members of the public at the meeting to speak.
- Statements made during meetings are expected to be civil, respectful, relevant to Library business, and of reasonable length.