

March 18, 2019

Potential Candidates for 2019 Election Albany Public Library Board of Trustees

We appreciate your interest in Albany Public Library (APL) and desire to make an impact on our library system by running for a seat on the APL Board of Trustees. **There are three trustee seats available on the board this year.** Two positions carry full five-year terms, and one position fills the 13 months left on an unexpired term.

The information in this packet will guide you through the process of getting your name on the ballot for the **public election on Tuesday, May 21, 2019**, which is held in conjunction with the City School District of Albany budget vote.

Completed nominating petitions must be submitted to the Clerk of the City School District of Albany (School Administration Building, Academy Park) by 5:00 p.m. on Wednesday, May 1, 2019. The School District Clerk can be reached at (518) 475-6010.

This packet includes:

- Requirements and procedures for nomination as a trustee of Albany Public Library (this details what you need to do to get on the ballot)
- A nominating petition (you will have to make additional copies to accommodate the minimum of 65 valid signatures required on your petition)

More information about Albany Public Library and the Board of Trustees can be found online at: www.albanypubliclibrary.org (click on “About APL” and then “Leadership”). In addition, APL Executive Director Scott Jarzombek is available to discuss the role of a library board member and share more information about what is expected and required of trustees. He can be reached at (518) 427-4379.

If you have any questions about the nomination process, please contact:

Stephanie Simon, Public Information Officer
(518) 427-4344 or simons@albanypubliclibrary.org

IMPORTANT NOTE:

Qualified candidates will be asked to participate in two public forums for voters:

- **May 6 (Monday) at the Pine Hills Branch**
- **May 8 (Wednesday) at the Washington Ave. Branch**

Both forums start at 6:30 pm. Each session includes a moderated question-and-answer period followed by an informal meet-and-greet with attendees. More details will be shared with the candidates after their names are announced on May 2.

REQUIREMENTS AND PROCEDURES FOR NOMINATION AS A TRUSTEE OF THE ALBANY PUBLIC LIBRARY

On May 21, 2019, the Albany Public Library will hold elections for three open seats on its Board of Trustees. The vacancies have occurred due to the expiration of two incumbent trustees' terms and to fill the balance of one unexpired term. The persons receiving the two highest number of votes cast for them will be elected to serve a full five-year term commencing on July 1, 2019; the person receiving the third highest number of votes will be elected to fill the balance of a term ending on June 30, 2020.

The election will be held on May 21, 2019 at the same time and in the same locations as the Annual Meeting of the City School District of Albany.

An eligible District resident (see below) who is interested in having his or her name placed on the ballot as a candidate for an open seat on the Board of Trustees must submit a Nominating Petition containing the signatures of at least 65 qualified voters in the City of Albany to the Clerk of the City School District of Albany, not later than 5:00 p.m. on Wednesday, May 1, 2019. The Library also asks that you notify Scott Jarzombek, Executive Director of the Library, of your candidacy by providing copies of your Nominating Petition to him by that date and time.

Q: Who may be nominated as a candidate for election as Member of the Board of Trustees of the Library?

A: Any person at least 18 years old who is a U.S. citizen, is a resident of the City of Albany for at least 30 days immediately before the election, and who is not otherwise disqualified from voting under Election Law § 5-106 (a "qualified voter").

Q: How many voter signatures will be required for the petitions of the candidates for the Library's Board of Trustees?

A: The School District Clerk will require each person seeking to be nominated for a position on the Library's Board of Trustees to collect a minimum of 65 valid signatures of qualified voters on his or her nominating petition. (Education Law § 260 requires nominees to obtain the *greater* of: 25 signatures or a number of signatures equal to 2% of the total votes cast in the last Library election. The last Library election was held in May 2018 and the total number of votes cast in that election was 3,213). Candidates are encouraged to get as many signatures as possible to avoid being disqualified if a signature is challenged and voided.

Q: Who may sign a petition?

A: A petition may be signed by any qualified voter.

Q: Who may collect signatures on a nominating petition?

A: Signatures may be collected by any qualified voter.

Q: What form is used to collect petition signatures?

A: A form Nominating Petition is appended hereto. Candidates will need to use more than one form to secure all of the required signatures. Photocopies of the form may be used to collect signatures, but all of the signatures contained on the Nominating Petition filed with the School District Clerk must be originals.

Q: *May signatures be collected inside Library buildings?*

A: Signatures on the petitions should not be collected inside library buildings. Signatures may be collected outside of Library buildings and at other places in the community.

Q: *When are the nominating petitions for candidates for the Board of Trustees due to the City School District of Albany?*

A: The Trustee nominating petitions must be filed with the Office of the Clerk of the City School District of Albany not later than **5:00 p.m. on Wednesday, May 1, 2019.**

Q: *How should the Nominating Petition form be filled-out?*

A: Candidates and persons collecting signatures on their behalf should be aware that strict compliance with the Education Law is required in the execution of Nominating Petitions. Accordingly, it is extremely important that nominating petitions are filled out neatly and accurately. Petitions should be completed in pen and the person collecting signatures should clearly print the candidate's name and full address of the candidate's place of residence in the blanks at the top of the form. The person collecting the signatures should also fill in the blanks in the Statement of Witness at the bottom of the form by entering his or her own name and residential address.

Signatures are collected in the three-column table in the center of the form and may only be collected in the presence of the witness. The signatures are collected by entering the date of signature, the signer's full name (in script, although a printed name may also be added) and the signer's current residential address (which must be located in the City of Albany). The person collecting the signatures may, on behalf of the signer, fill in the date and residence information. Once a signature has been placed on a Nominating Petition, it should not be altered or modified in any manner. Errant marks on or near a signature may void the entire Nominating Petition. Care should be exercised to avoid the collection of duplicate signatures as they cannot be counted in the tally of valid signatures. Under no circumstances may the name or emblem of a political party be placed on the Nominating Petition, and care should be used not to identify the candidate with any party or political affiliation.

Upon completion of the form, the person collecting the signatures should tally the number of signatures collected, enter that number in the blank in the Statement of Witness, and then sign and date the petition. When all signatures have been collected, the pages of the nominating petition should be stapled and consecutively numbered by the candidate in the spaces provided prior to the submission of the petition to the Clerk. The candidate should retain a copy of the Nominating Petition for his or her own records, and provide a copy of the Petition to Scott Jarzombek, Executive Director of the Library.

NOMINATING PETITION

I, the undersigned, do hereby state that I am a duly qualified voter of the City of Albany, that my place of residence is truly stated opposite my signature hereto, and I do hereby nominate the following named person as a candidate for nomination for the public office of member of the board of trustees of the Albany Public Library (for any of three open seats, elected at large), to be voted for at the annual school district meeting to be held on the 21st day of May, 2019.

Name of Candidate	Public Office	Place of Residence
	MEMBER OF THE BOARD OF TRUSTEES OF THE ALBANY PUBLIC LIBRARY (for up to a 5 year term)	

In witness whereof, I have hereunto set my hand, the day and year placed opposite my signature.

DATE	NAME OF SIGNER <small>(signature required, printed name may be added)</small>	RESIDENCE ALBANY, NEW YORK
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2		
3		
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11		
12		

STATEMENT OF WITNESS

I, _____ (*Name of Witness*) state: I am a duly qualified voter in the State of New York and now reside at _____ (*residence address*). Each of the individuals whose names are subscribed to this petition sheet containing _____ (*fill in number*) signatures, subscribed the same in my presence on the date above indicated and identified himself or herself to be the individual who signed this sheet.

Date: _____

Signature of Witness

The duties and responsibilities of a Library Trustee:

- Create and develop the mission of the library;
- Select, hire and regularly evaluate a qualified library director;
- Secure adequate funding for the library's service program;
- Exercise fiduciary responsibility for the use of public and private funds;
- Adopt policies and rules regarding library governance and use;
- Regularly plan and evaluate the library's service program;
- Maintain a facility that meets the library's and community's needs;
- Promote the library in the local community and in society in general;
- Conduct the business of the library in an open and ethical manner in compliance with all applicable laws and regulations and with respect for the institution, staff and public.

P.O. Box 11048
Albany, New York 12211
518.445.9505
www.librarytrustees.org

Why Become a Library Trustee

at

Albany Public Library

albanypubliclibrary.org



WOULD YOU LIKE TO:

- Help make decisions for your library's future
- Have a voice in charting the direction of your library
- Become a community leader

If you can answer yes to any one of these, consider serving your community as a library trustee.

Public libraries have grown from quiet repositories of books to become hubs of community activity offering job/career information, access to computers, the latest DVDs, CD's, audio books, E-books and a variety of public interest programs.

www.librarytrustees.org



Public libraries serve the community. The quality of that service depends on the Library Director who oversees and manages the day-to-day operation of the library, and the Board of Trustees who develop policy and provide fiscal oversight which is critical to the life and direction of the library. Working together, the Library Director and Board of Trustees will have a positive impact on the communities they serve.

To become a library trustee is to become a community leader. A library trustee holds a position of trust to represent the best interest of the community. As a trustee, you have direct influence in guiding and determining present and future decisions for the library. Through responsible policymaking you will set the course for operational procedures which focus on excellent customer service and organization effectiveness, as well as efficiency.

A library trustee works with the other trustees on the board and with the Library Director to make the best fiscal decisions for the library. It is also the responsibility of the full board to hire and evaluate the library director. Trustees must see that the Board and the Library comply with all applicable laws and regulations.

When you accept the role of a library trustee, there are many opportunities available to educate yourself in your governance role. The Library Trustees Association of New York State is your professional organization which educates, represents and advocates for library trustees. Information can be found on www.LibraryTrustees.org.

The Library Trustees Association

of New York State supports

library trustees and offers an

annual Trustee Institute to

provide ongoing training.

For further information,

visit their web site at

www.librarytrustees.org



Albany Public Library

www.albanypubliclibrary.org

APL Board of Trustees 2019 Meeting Schedule

Meetings are held on the second Tuesday of each month at 6 pm, unless otherwise noted.

DATE	LIBRARY BRANCH
January 8	Washington Ave. Branch 161 Washington Ave.
February 12	Pine Hills Branch 517 Western Ave.
February 26 <i>Budget Session</i> (4 th Tuesday of month)	Howe Branch 105 Schuyler St.
March 12	Arbor Hill/West Hill Branch 148 Henry Johnson Blvd.
April 9	Bach Branch 455 New Scotland Ave.
May 14	Delaware Branch 331 Delaware Ave.
June 11	North Albany Branch 616 North Pearl St.
July 9 <i>Annual Meeting</i>	Washington Ave. Branch 161 Washington Ave.
August 13	Pine Hills Branch 517 Western Ave.
September 10	Howe Branch 105 Schuyler St.
October 15 (3 rd Tuesday of month)	Arbor Hill/West Hill Branch 148 Henry Johnson Blvd.
November 12	Bach Branch 455 New Scotland Ave.
December 10	Delaware Branch 331 Delaware Ave.