

March 18, 2020

## Potential Candidates for Election on May 19, 2020\* Albany Public Library Board of Trustees

*\*As of March 18, the library and school district are closed due to the coronavirus outbreak. If any changes are made to the trustee election process or dates, they will be posted on the APL website as soon as we are notified.\**

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 two trustee seats available on the board this year.** Both positions carry full five-year terms, which commence on July 1, 2020.

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 19, 2020**, 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, April 29, 2020. 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 document 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 57 valid signatures required on your petition)
- A brochure from the Library Trustees Association of New York State on why someone might want to serve as a library trustee

More information about Albany Public Library and the Board of Trustees can be found online at: [www.albanypubliclibrary.org](http://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 [jarzombeks@albanypubliclibrary.org](mailto:jarzombeks@albanypubliclibrary.org).

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

Stephanie Simon, Public Information Officer  
(518) 708-3912 or [simons@albanypubliclibrary.org](mailto:simons@albanypubliclibrary.org)

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**Please Note: Qualified candidates will be asked to participate in two public forums for voters (provided the library is back to hosting public programs at that time):**

- **May 4 (Monday) at the Washington Ave. Branch**
- **May 7 (Thursday) at the Pine Hills Branch**

Both forums start at 6:00 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.

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

On May 19, 2020, the Albany Public Library will hold elections for two open seats on its Board of Trustees. The vacancies have occurred due to the expiration of two incumbent trustees' terms. The persons receiving the two highest number of votes cast for them will each be elected to serve a full five-year term, commencing on July 1, 2020.

The election will be held on May 19, 2020 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 57 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, April 29, 2020.** 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 **57** 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 2019 and the total number of votes cast in that election was **2821**). 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, April 29, 2020.**

***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 either of two open seats, elected at large), to be voted for at the annual school district meeting to be held on the 19<sup>th</sup> day of May, 2020.

Name of Candidate	Public Office	Place of Residence
	MEMBER OF THE BOARD OF TRUSTEES OF THE ALBANY PUBLIC LIBRARY (for 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 <b>ALBANY, NEW YORK</b>
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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

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### **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](http://www.librarytrustees.org)

# Why Become a Library Trustee

at

## **Albany Public Library**

[albanypubliclibrary.org](http://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](http://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](http://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](http://www.librarytrustees.org)