

UPDATED: May 5, 2020

## Potential Candidates for Albany Public Library Board of Trustees Election Election Will be Held on June 9 via Absentee Ballot\*

*\*The APL trustee election will now be held on Tuesday, June 9, via absentee ballot as set forth by an executive order from Gov. Andrew Cuomo. More details for potential trustee candidates are below. Updated information is highlighted in yellow.*

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**, 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 pm on Monday, May 11, 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—The requirements have been updated due to the executive order. This document details what you need to do to get on the ballot.
- A nominating petition—The executive order requires only the signature of the candidate on the nominating petition. This document has been updated. Please note that petitions are due by Monday, May 11, at 5:00 pm.
- 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)

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

On June 9, 2020, the Albany Public Library will hold elections for two vacant 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 June 9, 2020 at the same time and in the same locations as the adjourned 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 a vacant seat on the Board of Trustees must submit a Nominating Petition (attached) to the Clerk of the City School District of Albany, not later than 5:00 p.m. on Monday, May 11, 2020.** The Library also asks that you notify Scott Jarzombek, Executive Director of the Library, of your candidacy by providing a copy 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:*** None. The voter signature collection requirement has been waived for the June 9, 2020 adjourned annual district meeting by NYS Executive Order 202.26.

***Q: What form is used to collect petition signatures?***

***A:*** A form Nominating Petition is appended hereto. Candidates must fill in their name and residence address in the boxes provided, and sign and date the form on the lines provided. Photocopies of the form may be used to, but the signature contained on the Nominating Petition filed with the School District Clerk must be an original.

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

***A:*** The nominating petition must be filed with the Office of the Clerk of the City School District of Albany not later than **5:00 p.m. on Monday, May 11, 2020**. 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, being at least 18 years old and a citizen of the United States of America, that my place of residence is in the City of Albany, New York as set forth below, and I do hereby nominate myself 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 vacant seats, elected at-large), to be voted for by absentee ballot at the adjourned annual school district meeting to be held on the 9<sup>th</sup> day of June, 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.

Candidate's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*The signature collection requirement for nomination as a member of the Board of Trustees of the Albany Public Library has been waived for the June 9, 2020 adjourned annual district meeting by New York Executive Order 202.26*

### 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)