



Thinking of running for Library Trustee?

Albany Public Library
2021 Candidate Information Session

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Mission Statement

Albany Public Library educates, entertains,
and empowers our community.

I'm considering running . . .

But what are the responsibilities?

Care, Loyalty & Obedience

* 2019 Handbook for Library Trustees of NYS

Duty of Care

A trustee must act in good faith and exercise the degree of diligence, care & skill that an ordinary prudent individual would use under similar circumstances in a like position.

Duty of Loyalty/Conflicts of Interest

- Trustees owe allegiance to the institution and must act in good faith with the best interest of the organization in mind.
 - A trustee should avoid even the appearance of impropriety.

Duty of Obedience

- A trustee has a responsibility to insure that the institution's resources are dedicated to the fulfillment of its mission.
 - Ensure that the institution complies with all applicable laws
 - Ensure that financial resources are being used efficiently and effectively toward the goals
 - Hire an Executive Director to manage the operation of the institution & evaluate his/her overall performance.

Responsibilities

- Library Mission
- Regularly plan
- Evaluate services based on community needs
- Select, hire & regularly evaluate director.
- Secure adequate funding
- Exercise fiduciary responsibility
- Adopt policies
- Maintain Facilities
- Promote library in community & society
- Conduct library business in open and ethical manner

Election Process

Eligibility

- At least 18 years old
- US citizen
- Resident of City of Albany for at least 30 days prior to election
- Not otherwise disqualified from voting under Election Law 5-106
- “A qualified voter”

Actions

- Collection minimum of 25 signatures on Nominating Petition from qualified residents/voters of City of Albany.
- Submit petitions not later than 5pm, Wednesday, April 28th to the Clerk of the Albany City School District
- The Library requests that you notify Executive Director, Scott Jarzombek by submitting your signed petitions to him by that date.

Collecting Signatures

Must Use Official Form

- Photo copies of official form may be used but the forms submitted to District ***must*** have original signatures
- Any qualified voter may collect signatures on your behalf
- Persons collecting signatures must comply with strict election laws
- Care must be given to ensure forms are neatly completed and contain all requested information

Where to collect?

- Signatures may be collected outside of the library or other public places in the community.

Campaign Strategies

Virtual Candidate Forum

- Tuesday, May 4th at 6pm

Election Night Experience & Next Steps

- Tuesday, May 18th Election Day
- Five year term begins July 1, 2021
- Swearing in July board meeting

Thank you for your interest.