Thinking of running for Library Trustee?

Albany Public Library

2026 Candidate Information Sessions

Washington Ave. Branch
Saturday, March 21
10-11:30 a.m.

Delaware Branch
Thursday, March 26
6:30-8 p.m.

Mission Statement

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

I’m considering running…

But what are the responsibilities?

Duty of care to protect the library’s resources;
Duty of loyalty to the library’s mission; and
Duty of obedience to the relevant policies, regulations, and laws.

- NYS Handbook for Library Trustees, 2023 edition

New York State Library Digital Collections

Duty of Care

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

- NYS Handbook for Library Trustees, 2023 edition

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.

- NYS Handbook for Library Trustees, 2023 edition

Duty of Obedience

A trustee has a responsibility to ensure 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

- NYS Handbook for Library Trustees, 2023 edition

Shared Responsibilities

- Regularly plan
- Evaluate and recommend services based on community needs
- Select, hire and regularly evaluate executive director
- Exercise fiduciary responsibility
- Adopt and regularly review policies
- Ensure that facilities are maintained
- Promote library in community and society
- Conduct library business in compliance with Open Meetings Law, and in an ethical manner

Commitment

- Attend monthly Board meetings and your committee meetings
- Full board meets on the second Tuesday of the month at 6 p.m.
- Committees meet as needed
- All board members serve on committees
- **Average time** spent on board work: 5-6 hours per month

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

Actions

- Download a Nomination Packet, or pick one up at any APL branch.
- Collect a minimum of 65 signatures on Nominating Petition from qualified residents/voters of City of Albany.
- Submit petitions not later than 5pm, April 29th, to the Clerk of the Albany City School District.

Collecting Signatures

- Make copies of the petition template so you can collect 65 signatures
- Petition forms submitted to District ***must*** have 65 original signatures
- Any qualified voter may collect signatures on your behalf
- Persons collecting signatures must comply with local election laws
- Care must be given to ensure forms are neatly completed and contain all requested information
- Signatures may **not** be collected inside the library, but can be collected outside, or in other public places in the community

Campaign Process

- Outreach
  - Petition
  - Self-promotion (your way)
  - Election

- Photo and bio for APL website and Candidate Information packet (due April 29 to simons@albanypubliclibrary.org)

- Trustee Candidate Forum (Tues, May 5, 6-7:30 p.m.)

Candidate Forum and Budget Session

Tuesday, May 5, 6-7:30 p.m.

Large Auditorium

Washington Ave Branch | 161 Washington Ave.

AND

Live-streamed on APL's YouTube channel

Election Night Experience & Next Steps

- Tuesday, May 19th: Election Day
- One year term begins June 2026
- Five year terms begin July 2026
- Swearing-in takes place at board meetings

Thank you for your interest.

Dates to remember:

Wed, April 29, 5pm

- Deadline to submit petitions to Clerk of the City School District of Albany (School Administration Building, 1 Academy Park)
- Deadline to submit your photo and brief bio to APL Public Info Officer Stephanie Simon, simons@albanypubliclibrary.org

Tues, May 5, 6pm

Meet the Candidates Forum – Washington Ave. Branch Large Auditorium

Tues, May 19 – Election Day

June 9 – One-year term Trustee is sworn in

July 14 – Five-year term Trustees are sworn in