



June 2018

Dear Trustee Candidate,

Thank you for your interest in the Clifton Park-Halfmoon Public Library and for considering standing for election as a library trustee. This package includes a nominating petition, information on the roles and responsibilities of a library trustee, a biographical information form (fillable pdf available on library's website), a trustee handbook, last year's mailer and library budget and trustee vote postcards. There are two vacancies for a Clifton Park trustees; they are each five-year terms. The term begins January 1, 2019

To be a trustee candidate you:

1. Must be a resident of the Town of Clifton Park.
2. Must be a registered voter.
3. Must not be employed by the Clifton Park-Halfmoon Public Library.
4. Must not be a contractor/vendor or have a family member who is a contractor/vendor with the Clifton Park-Halfmoon Public Library.
5. Must collect 25 signatures on the nominating petition from registered voters living in the Town of Clifton Park.

Please return your completed petition and biography to **Alex Gutelius, Director and Clerk of the Board of Trustees, no later than Tuesday, August 28, 2018 at 5:00pm** at the Clifton Park-Halfmoon Public Library. Late petitions cannot be accepted.

Budget Information Session-TBD

A public budget information session will be held in September (typically one-week prior to vote) at the Library for voters to ask questions about the budget vote. This is also an opportunity for voters to meet the potential trustee candidates.

Postcards

Included in this package are postcards with information about the Library's budget vote and trustee election. These can be distributed to residents who may have questions about the date of the vote. Residents who wish to vote in the Library's budget and trustee vote must be registered voters living in the library district 30 days prior to the vote date of September 27th.

Additional information about the budget vote and trustee election can be found on the Library's website at www.cphlibrary.org. Please contact Alex Gutelius, Library Director at 518-371-8622 or agutelius@sals.edu if you have any questions.

Sincerely,

Alexandra Gutelius, Library Director



Trustee Nominating Petition

We, the undersigned, do hereby state that we are registered voters of the Town of Clifton Park, that our present places of residence are stated opposite our signatures hereto, and that we hereby nominate _____ as a candidate for the position of trustee of the Clifton Park-Halfmoon Public Library to be voted on at the public referendum to be held on the 27th of September, 2018 at the Clifton Park-Halfmoon Public Library.

IN WITNESS WHEREOF, I have hereunto set my hand on the day and date placed opposite my signature.

	Date	Signature	Residence
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To Be Completed by Trustee Candidate:

I, _____, state that I am a registered voter of the Town of Clifton Park and eligible to sign this petition. I currently reside at _____ in the Town of Clifton Park. Each of the individuals whose names are subscribed to this petition sheet containing 25 **signatures** subscribed the same in my presence on the date above, indicated and identified himself to be the individual who signed this sheet. I understand that this statement will be accepted for all purposes as the equivalent of an affidavit and if it contains a material false statement, shall subject me to the same penalties as if I had been duly sworn.

Date: _____

Signature of Trustee Candidate



Trustee Candidate Biography

This form is available as a fillable pdf at www.cphlibrary.org

NAME:

ADDRESS:

BACKGROUND: (Your connection to Clifton Park and the Library)

QUALIFICATIONS: (Jobs/Schooling/Interests)

INTENTIONS: (Why are you seeking the Trustee position/your interest in libraries?)

Please return this form to the Library with your petition by 5 pm on August 28, 2018.



Trustee Job Description & Responsibilities

JOB DESCRIPTION PUBLIC LIBRARY DISTRICT TRUSTEE

GENERAL STATEMENT OF DUTIES: Assumes responsibility to see that the library is well managed in a manner consistent with the law through policies that serve the public's library service needs.

DISTINGUISHING FEATURES OF THE POSITION: A trustee is an unpaid, elected official who is genuinely interested in public libraries, and understands their importance in the community. Trustees must be willing to devote both time and effort to carry out the duties of trustee. Candidates for election to the Library Board should understand and represent all segments of the community.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Demanded of every trustee is the willingness to work cooperatively with other members of the Library Board. The variety of jobs and decisions require many special skills and expertise. Needed especially are:

- Skills in management and long-range planning
- Sound understanding of budgets, financing and fundraising
- Familiarity with personnel and labor matters
- The ability to develop sound public relations programs
- Knowledge of real estate and building problems
- Appreciation of the educational and cultural needs of the community
- Political awareness and the ability to work with local, regional and state agencies and bodies for the improvement of library resources and services

EXAMPLES OF THE WORK OF THE BOARD OF TRUSTEES:

- Hires the library director; develops personnel policies.
- Develops a set of clear-cut policies under which the library will operate.
- Adopts a responsible library budget for presentation to the voters, works to secure funding from public and other sources, and carefully monitors the expenditures of those funds.
- Provides liaison between the general public and the library, sets goals for the library that are appropriate for the community, and evaluates the public's awareness of library services and of the need for public support.
- Plans for immediate and long-range library operations and constantly evaluates management, services, methods of operation and adherence to the budget.

ELIGIBILITY: Candidates for election to the Board of Trustees are nominated by petition and elected at large. Qualified voters (registered voters) residing in the Clifton Park-Halfmoon Public Library district are eligible unless affiliation with the Library would represent a conflict of interests.

TRUSTEES' RESPONSIBILITIES

Library trustees have many responsibilities but among them is not the day-to-day management of the library. Rather it is their responsibility to see that the library is well managed in a manner consistent with the law and with the policies that they have established. The duties of library trustees are few in number, but they are broad in scope. They require the ability to select a qualified librarian or library director, to develop sound policies, to assure adequate financing and money management, to be good public relations representatives-strong library advocates, and to plan and evaluate against established goals. Demanded of every trustee is the willingness to work cooperatively with other members of the library board. No trustee can speak for the board nor act for the board unless specifically empowered to do so.

All of the duties of library trustees may be reduced to five major categories:

PERSONNEL - It is the responsibility of library trustees to hire the librarian or library director and to insure that the library is managed in a manner consistent with the policies they have established. Other members of the library staff are hired by the library director. It is also the trustees' responsibility to develop personnel policies governing terms of employment, salary schedules, and employee benefits.

POLICIES - It is important that trustees develop a set of clear-cut policies under which the library will be operated. Such policies should be amended and updated from time to time in order that they may be appropriate to changing conditions in library operations and services.

PUBLIC RELATIONS - The trustees provide liaison between the general public and the library. It is their responsibility to see that the library director and staff fully comprehend the attitude of the community toward the library and understand the community's needs and resources to meet those needs. It is equally their duty to see that the community understands the services provided by the library and the need for public support.

LIBRARY FINANCING - Budgets for the

library should be drafted by the library director and staff and reviewed carefully by the trustees. They should not be presented to the voters or to the municipal body providing library funds until approved by the library board.

When a budget has been submitted, it is the responsibility of the trustees to urge that adequate funds are voted or appropriated to fulfill budget demands. This requires the trustees to approve a budget that places a reasonable burden on local finances from whatever source, and then to use all their resources to secure its funding. Once funds have been secured, trustees should carefully monitor the expenditures of those funds.

PLANNING AND EVALUATING - A never-ending task for library trustees is general planning for both immediate and long-range library operations accompanied by constant evaluation of library management, services, methods of operation, and adherence to the budget.