

2025 Trustee Candidate Information Clifton Park-Halfmoon Public Library Board of Trustees

Thank you for your interest in the Clifton Park-Halfmoon Public Library and for considering standing for election as a library trustee. There are two vacancies for **Clifton Park** trustees; for five-year terms. The term begins January 1, 2025.

The information in this packet will guide you through the process of getting your name on the ballot for the public election on **Thursday, September 12, 2024**, which is held at the Library.

Completed Nominating Petitions must be submitted to **Alex Gutelius, Library Director and Clerk of the Board of Trustees** by **5 pm on Tuesday, August 13, 2024** at the Clifton Park-Halfmoon Public Library. Late petitions cannot be accepted.

This packet includes:

- Requirements and procedures for nomination as a trustee of the Clifton Park-Halfmoon Public Library.
- Job description and requirements of a public library trustee.
- A biographical information form (fillable PDF available on the library's website).
- Two copies of the nominating petition.

More information about the Clifton Park-Halfmoon Public Library and the Board of Trustees can be found online at www.cphlibrary.org (scroll to bottom and click on Board of Trustees). In addition, Library Director Alex Gutelius is available to discuss the role of a library board member and share more information about what is expected and required of trustees and about the nomination process. She can be reached at 518-371-8622 or agutelius@sals.edu. General information about the role of the library trustee can be found in the [NY State Library Trustee Handbook](https://nyslibrary.libguides.com/Handbook-Library-Trustees).
<https://nyslibrary.libguides.com/Handbook-Library-Trustees>

A public **Budget Information Session** will be held in **September** 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.

Requirements and Procedures for Nomination as a Trustee of the Clifton Park-Halfmoon Public Library

On September 12, 2024, the Clifton Park-Halfmoon Public Library will hold elections for two open Clifton Park trustee seats on its Board of Trustees. These vacancies have occurred due to the expiration of two incumbent trustees' terms.

The election will be held in the Library on Thursday, September 12, 2024 at the same time as the annual library budget vote.

Any eligible resident of the Town of Clifton Park, interested in having their 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 25 qualified voters to Library Director Alexandra Gutelius no later than 5 pm on Tuesday, August 13, 2024.

To be a trustee candidate you:

1. Must be a resident of the Town Clifton Park, living in the Clifton Park-Halfmoon Public Library district.
2. Must be a registered voter.
3. Must not be employed by the Clifton Park-Halfmoon Public Library.
4. Must not be a contractor or vendor or have a family member who is a contractor or vendor with the Clifton Park-Halfmoon Public Library.
5. Must collect 25 signatures on the nominating petition from registered voters living in the candidate's town of residence. Clifton Park trustee candidates must get signatures from Town of Clifton Park residents, living in the Clifton Park-Halfmoon Public Library district.

Q: Who may be nominated as a candidate for election as a 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 Town of Clifton Park for at least 30 days immediately before the election, and who is otherwise qualified to vote in a town election.

Q: How many voter signatures will be required for the petitions of the candidate for the Library's Board of Trustees?

A: Each person seeking to be nominated for a position on the Library's Board of Trustees must collect a minimum of 25 valid signatures of qualified voters on their nominating petition. (The Library's enabling legislation 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 September 2023 and the total number of votes cast in that election was 700). Candidates are encouraged to get as many signatures as possible to avoid being disqualified if a signature is challenged and voided.

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: Copies of the Nominating Petition are attached. 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 Library must be originals.

Q: May signatures be collected inside the Library?

A: Signatures for the petitions should not be collected inside the Library. Signatures may be collected outside of the Library, subject to the Library's Solicitation Policy, and at other places in the community.

Q: When are the nominating petitions for candidate for the Board of Trustees due?

A: The trustee nominating petitions must be filed with the Library Director, Alex Gutelius not later than **5 pm on Tuesday, August 13, 2024.**

Q: How should the Nominating Petition form be filled out?

A: 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, full address of the candidate's place of residence, and the town the candidate represents 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, residential address, and the town.

Candidates must fill in the name of the town they represent in the first paragraph at the top of the page and in the Statement of Witness at the bottom of the page.

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.

Clifton Park trustee candidates must get signatures from Town of Clifton Park residents, living in the Clifton Park-Halfmoon Public Library district.

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 Library Director. The candidate should retain a copy of the Nominating Petition for his or her own records.



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

EXAPLES 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

It is the responsibility of library trustees to see that the Library is well managed in a manner consistent with the law and with the policies that they have established. Trustees must have the ability to select a qualified 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 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 - Trustees must 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 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.



**CLIFTON PARK
HALFMOON
PUBLIC
LIBRARY**

Trustee Candidate Biography

This form is available as a fillable PDF at www.cphlibrary.org > Library Vote

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 13, 2024.

475 Moe Road

Phone: 518-371-8622

Clifton Park, NY 12065

Fax: 518-371-3799

www.cphlibrary.org



Nominating Petition

We, the undersigned, do hereby state that we are registered voters of the Town of _____ that our present places of residence are stated opposite our signatures hereto, and that we hereby nominate the following named person 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 12th of September, 2024 at the Clifton Park-Halfmoon Public Library.

Name of Candidate	Public Office	Place of Residence
	MEMBER OF THE BOARD OF TRUSTEES OF THE CLIFTON PARK-HALFMOON PUBLIC LIBRARY (for a 5 year term)	

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

Date	Signature	Residence
1.		
2.		
3.		
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10.		
11.		
12.		
13.		
14.		
15.		

Statement of Witness

I, _____ (Name of Witness), state that I am a registered voter of the Town of _____ and eligible to sign this petition. I currently reside at _____ in the Town of _____. 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 to be the individual who signed this sheet.

Date: _____

Signature of Witness

A PDF of this form is available at www.cphlibrary.org

For Office Use Only:

Petition Received: _____
date time

Staff Member's Initials: _____

Petition addresses _____ reviewed.
date Library Director's Signature