

**ROYALTON HARTLAND**

**COMMUNITY LIBRARY**

# **TRUSTEE ELECTIONS**

**FIVE SEATS ARE AVAILABLE**

**ARE YOU INTERESTED?**

**IF SO, YOU MUST SUBMIT A PETITION  
SIGNED BY 25 MEMBERS OF THE ASSOCIATION  
(i.e. RESIDENTS OF THE ROYALTON HARTLAND CENTRAL  
SCHOOL DISTRICT)**

**IN SUPPORT OF YOUR NOMINATION  
TO THE LIBRARY DIRECTOR NO LATER THAN  
JUNE 6, 2013**

**(YOU ARE ALSO ENCOURAGED TO COMPLETE A VOLUNTARY NOMINEE  
INTEREST SHEET AND RETURN THIS SHEET WITH YOUR PETITION)**

**QUALIFIED APPLICANTS MUST BE WILLING TO SUPPORT THE MISSION OF  
THE ROYALTON HARTLAND COMMUNITY LIBRARY AND FOLLOW THE DUTIES  
AND RESPONSIBILITIES OF A TRUSTEE AS OUTLINED IN THE TRUSTEE  
INFORMATION PACKET**

**PETITIONS AND NOMINEE INTEREST SHEETS ARE AVAILABLE AT THE  
CIRCULATION DESK BEGINNING ON  
MAY 6, 2013**

**ELECTION WILL BE HELD ON MONDAY, JULY 8, 2013 AT  
THE ANNUAL MEETING WITH THE RESULTS ANNOUNCED AT THE END OF  
THIS MEETING.**

**A TRUSTEE INFORMATION PACKET IS AVAILABLE AT THE LIBRARY OR BY  
VISITING:**

**[www.royhartcommunitylibrary.com](http://www.royhartcommunitylibrary.com)**

**ROYALTON HARTLAND COMMUNITY LIBRARY**

**TRUSTEE APPLICANT AFFIDAVIT**

**I am interested in being considered as an applicant for Trustee of the Royalton Hartland Community Library.**

**Attached is a completed “Petition for Royalton Hartland Community Library Trustee Election” form in support of my nomination for Trustee with a minimum of 25 signatures from legal residents of the Royalton Hartland Central School District who are at least 18 years of age.**

**By my signature below, if elected as a Trustee, I affirm that I will uphold the By Laws of the Royalton Hartland Community Library and will perform the duties of an Association Trustee as detailed in both the By Laws of the Royalton Hartland Community Library and Trustee Duties and Responsibilities as outlined in the New York State Handbook for Library Trustees (2010 Edition).**

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**Please Print your Full Name**

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**Signature**

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**Date**

# ROYALTON HARTLAND COMMUNITY LIBRARY

## NOMINEE INTEREST SHEET

### VOLUNTARY FORM

Persons interested in being considered for election to the Library Board of Trustees are encouraged to complete the Library Nominee Interest Sheet and return it to the Library Director no later than Saturday, June 6, 2013.

Criteria for Trustee of the Royalton Hartland Community Library are shown on the attached New York State Education Department's "Trustee Duties and Responsibilities" 2010 Handbook for Library Trustees sheet. Also included is a Board of Trustees – Description for the Royalton Hartland Community Library. Persons interested in being considered for the Library Board of Trustees should read these forms carefully. Completed Nominee Interest Sheets will be kept on file for three years.

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

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**How long a resident of the School District?** \_\_\_\_\_

**Phone (Home)** \_\_\_\_\_ **(Work)** \_\_\_\_\_

**Employment** \_\_\_\_\_

**Personal information you may wish to make available (family, hobbies, community involvement activities):**

**Educational Background:**

1. **Availability:** Are you available as indicated on the Job Description for a Trustee at the Royalton Hartland Community Library?

2. **Financial Acumen:** Please indicate your background in relation to the financial responsibilities of a Library Trustee.

3. **Community Board Experience:** Please detail your experience or similar background which would relate to this criterion.

4. **Commitment to Library Principals:** Please give a brief statement that explains your position on freedom of access to information.

5. **Duty of “Care, Loyalty and Obedience”:** Please give a brief statement on how you would demonstrate these duties as a Library Trustee (see description of this in the attached NYS Education Department “Trustee Duties and Responsibilities” handout).

**Other Information:** Please give any other information you think would be helpful to the public in considering your interest in serving as a Trustee on the Royalton Hartland Community Library Board.

## **EXCERPTS FROM BY LAWS OF ROYALTON HARTLAND COMMUNITY LIBRARY**

### **Trustees**

It shall be the responsibility of the Association to elect Trustees to full terms of membership on the Association Board to be known as the Board of Trustees. A trustee's term shall be three (3) years and until their successors are duly elected and take office. Trustees of the organization shall be no fewer than five (5) and no more than fifteen (15) as determined by the Board from time to time. Until otherwise approved by the Board, the number of Trustees shall be 11. Terms may be staggered in such manner as the Board of Trustees may approve from time to time. Trustees may succeed themselves.

The Board shall have full power and authority to administer the property and affairs of the Association and the Library, subject to the terms of these bylaws, the Association Charter and Education Law.

Any vacancy occurring by reason of death, resignation, or other termination in the office of a Trustee may be filled by vote of a majority of the remaining members of the Board. Any person so appointed shall serve until the next annual election of trustees.

### **Trustee Elections**

Trustees (other than as provided for in Section 8, below) must be residents of the Royalton Hartland Central School District. At least sixty (60) but not more than ninety (90) days prior to the Annual Meeting of the Association, an announcement shall be posted by the Secretary advising members of the Association that any member seeking election to the Board may file a petition seeking to be placed on the ballot for a Trustee seat that will be up for election at the upcoming Annual Meeting. Unless they decline to seek re-election by written notice to the Secretary, all then currently serving Trustees shall be deemed nominated to stand for re-election without the necessity to file such a petition.

As to persons other than the currently serving Trustees, the announcement will specify that petitions must be received by the Secretary of the Association no later than 30 days prior to the Annual Meeting. Such notice shall be posted in the Library, on the Library's website, and by press release to local news media. To be valid, a petition for consideration as Trustee must include the signatures of twenty-five (25) members of the Association, written confirmation from the nominee of his or her willingness to perform the duties of an Association Trustee, and be received by the Secretary at least thirty (30) days prior to the Annual Meeting.

The Secretary of the Association shall cause a written report of such valid and timely petitions received, and the names of all current Trustees standing for re-election to be posted at the Library and on the Library website and in a press release to local news media, at least seven (7) days prior to the date of the Annual Meeting. The names of all persons who have submitted valid, timely petitions and the names of all then currently serving Trustees standing for re-election shall be placed on the ballot at the Annual Meeting.

If the election is not contested (i.e., an election in which the number of candidates is equal to or less than the number of Trustee positions to be filled), the Secretary shall be directed at the Annual Meeting to cast one ballot for the candidates and they shall be declared elected.

If the election is contested, (i.e., an election in which the number of candidates exceeds the number of Trustee positions to be filled), the vote shall be by written ballot at the Annual Meeting. Members of the Association must be present at the Annual Meeting to cast their vote. The ballot shall list all candidates in alphabetical order. Each member may cast one vote for each Trustee positions to be filled (i.e. if there are four nominees for three Trustee positions, each member can vote for any three of the four nominees). A voter may not cast more than one vote for any single Trustee candidate.

Those candidates who receive the highest plurality of valid votes cast shall be elected. The results of the vote shall be tabulated, certified and announced by the Secretary of the Association at the Annual Meeting. Installation of elected candidate(s) shall take place at the next quarterly meeting following the annual meeting.

(Section 8):

### **Residency Requirements**

All members of the Board of Trustees first elected to the Board after the date of adoption of these bylaws must reside within the Royalton Hartland School District, being the chartered service population area of the association district library. Current Board members not residing within the service population are “grandfathered” and allowed to continue their service on the Board until such time as there is a break in their service on the Board.

# **ROYALTON HARTLAND COMMUNITY LIBRARY**

## **BOARD OF TRUSTEES**

### **DESCRIPTION**

**The Royalton Hartland Community Library is an association district library located in the Village of Middleport, New York. The objective of this library is to promote and encourage the development and maintenance of library service for public use to the residents of the Royalton Hartland Central School District.**

**The RHCL is governed by a Board of Trustees. The Board of Trustees is comprised of the following:**

- **President**
- **Vice-President**
- **Secretary**
- **Treasurer**
- **Trustees at Large**

**All of the above positions are elected by the Association and shall serve full terms of three years. Trustees may succeed themselves. There is no limit to the number of terms served by a trustee.**

**The duties and responsibilities of the Trustees are governed by Education law and the By-laws of the Royalton Hartland Community Library. The following responsibilities outlined provide guidance on what is expected of all trustees:**

- **Attendance expected at quarterly board meetings and special meetings as called**
- **Establish a budget outlining projected income and expenditures for a defined one year period; present at an annual public meeting**

- **Review expenditures, including personnel costs and monthly expenses, and approve/modify as needed to comply with established budget**
- **Review and develop board policies as needed to ensure the smooth operation of the library**
- **Be a strong advocate of the library to the community; participate in library activities that promote the programs offered by the Library**
- **Actively participate in all board discussions regarding the overall operation of the library**
- **Ensure facility compliance with all building codes from a health and safety standpoint as well as ADA and special community needs.**
- **Ensure technology (e.g. internet access, fax and copier services) meets the needs of our patrons, along with special programs offered to increase patron visitation at the library**
- **Ensure services provided meet the needs of all patrons in the chartered area**
- **Provide support to the Library Director who is responsible for the day-to-day running of the library**



**FORMAL TRUSTEE ELECTION PACKET**  
**INCLUDING:**  
**PETITION FORM, TRUSTEE AFFADAVIT,**  
**VOLUNTARY NOMINEE INTEREST SHEET**

**TRUSTEE DUTIES AS OUTLINED BY THE NYS**  
**EDUCATION DEPARTMENT AND**  
**THE ROYALTON HARTLAND COMMUNITY**  
**LIBRARY**

**AVAILABLE AT THE CIRCULATION DESK AT THE**  
**LIBRARY**

**9 VERNON STREET**  
**MIDDLEPORT, NEW YORK 14105**