

ROYALTON HARTLAND COMMUNITY LIBRARY

2017 BOARD OF TRUSTEE ELECTIONS

Four seats are available to serve your community as a volunteer Trustee (for a 3 year term) on the Board of Trustees of the Royalton Hartland Community Library. As a Trustee, YOU will help shape the Library's role as a vibrant part of the community now and into the future.

Are you interested?

Those who wish to be considered for these openings must submit a trustee applicant affidavit and a valid petition signed by at least 25 residents of the Royalton Hartland School District in support of their nomination. A voluntary interest sheet is also available that will provide information to the public regarding your qualifications for Trustee.

Trustee election packets are available starting May 1, 2017 must be returned to the Library Director no later than June 10, 2017. Trustee election packets are available at the Front Desk at the Royalton Hartland Community Library at 9 S. Vernon St. in Middleport, NY during normal library hours.

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 Election Packet.

TRUSTEE ELECTION PACKETS ARE AVAILABLE
AT THE FRONT DESK BEGINNING ON MAY 1, 2017.

PETITION AND NOMINEE INTEREST SHEETS MUST BE RETURNED
TO THE LIBRARY DIRECTOR BY JUNE 10, 2017.

THE ELECTION WILL BE HELD ON JULY 10, 2017 AT THE ANNUAL MEETING
WITH THE RESULTS ANNOUNCED AT THE END OF THIS MEETING.

TRUSTEE ELECTION PACKETS ARE AVAILABLE AT THE FRONT DESK AT
THE LIBRARY AND ONLINE AT:

<http://royhartcommunitylibrary.com/meeting-minute/trustee-search/>

2017 TRUSTEE ELECTION PACKET

1. TRUSTEE APPLICANT AFFIDAVIT (required)
2. PETITION FORM FOR LIBRARY TRUSTEE APPLICANT (required)
3. TRUSTEE APPLICANT INTEREST SHEET (voluntary)
4. BOARD OF TRUSTEES DESCRIPTION
5. BOARD OF TRUSTEES
6. TRUSTEE DUTIES & RESPONSIBILITIES (as outlined by the [*Handbook for Library Trustees of New York State 2015 Edition*](#))
7. BASIC POWERS & DUTIES OF ALL LIBRARY BOARDS OF TRUSTEES IN NEW YORK STATE (as outlined by NYS [Education Law Section 226](#))

Trustee packets are available at the:

Front Desk at the
Royalton Hartland Community Library
9 S. Vernon St.
Middleport, NY 14105

and online at:

<http://royhartcommunitylibrary.com/meeting-minute/trustee-search/>

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TRUSTEE APPLICANT AFFIDAVIT
REQUIRED FORM

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 (2015 Edition).

Signature:

Full name (printed):

Date:

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PETITION FORM FOR LIBRARY TRUSTEE ELECTION
REQUIRED FORM

By our respective signatures, each of us certifies that we are at least 18 years of age, that we reside in the service area of the Royalton Hartland School District and that we support the nomination of:

living at: _____,

for election as a Trustee of the Royalton Hartland Community Library at the Annual Meeting to be held on July 10, 2017 at 7pm.

Printed Name:

Signature:

Address:

1.

2.

3.

4.

5.

6.

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Printed Name:

Signature:

Address:

7.

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Printed Name:

Signature:

Address:

20.

21.

22.

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24.

25.

(25 signatures are required)

26.

27.

28.

29.

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**TRUSTEE APPLICANT INTEREST
SHEET**
VOLUNTARY FORM

Persons interested in being considered for election to the Library Board of Trustees are encouraged to complete the Trustee Nominee Interest Sheet and return it to the Library Director no later than Saturday, June 10, 2017.

Criteria for Trustee of the Royalton Hartland Community Library are shown on the attached New York State Education Department's "Trustee Duties and Responsibilities" 2015 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:

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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 Principles: 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.

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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

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- 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

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BOARD OF TRUSTEES DESCRIPTION

EXCERPTED 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

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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.

TRUSTEE DUTIES & RESPONSIBILITIES

AS OUTLINED BY THE [HANDBOOK FOR LIBRARY TRUSTEES OF NEW YORK STATE 2015 EDITION](#)

Trustee Duties and Responsibilities

Trustee/board members owe allegiance to the institution and must act in good faith with the best interest of the institution in mind. The conduct of a trustee/board member must, at all times, further the institution's goals...[Statement on the Governance Role of a Trustee or Board Member](#); New York State Board of Regents.

A trustee is a person to whom property is legally committed in trust. A library trustee's commitment is to both the physical property and resources of the library and the services it provides. The library board has the final responsibility to see that its library provides the best possible service to its community.

The New York State Board of Regents, the institution responsible for the chartering and oversight of education corporations in New York, describes the duties of trustees as those of "Care, Loyalty and Obedience." All actions must be taken with these principles in mind.

Duty of Care

A trustee or board member 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.

Duty of Loyalty/Conflicts of Interest

Trustees/board members owe allegiance to the institution and must act in good faith with the best interest of the organization in mind. The conduct of a trustee/board member must, at all times, further the institution's goals and not the member's personal or business interests...A trustee/board member should avoid even the appearance of impropriety.... Acts of self-dealing constitute a breach of fiduciary responsibility that could result in personal liability and removal from the board.

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Duty of Obedience

A trustee/board member has a responsibility to insure that the institution's resources are dedicated to the fulfillment of its mission. The member also has a duty to ensure that the institution complies with all applicable laws and does not engage in any unauthorized activities.

In addition, the Regents charge the Trustee to “*ensure that financial resources are being used efficiently and effectively toward meeting the institution's goals*”; and to “*hire a CEO to manage the operation of the institution and evaluate his/her overall performance*”.

(All excerpts from: [Statement on the Governance Role of a Trustee or Board Member](#), New York State Board of Regents)

The responsibilities of trustees are few in number but broad in scope. They are:

- Create and develop the mission of the library;
- Regularly plan and evaluate the library's service program based on community needs;
- Select, hire and regularly evaluate a qualified library director;
- Secure adequate funding for the library's service program;
- Exercise fiduciary responsibility for the use of public and private funds;
- Adopt policies and rules regarding library governance and use;
- Maintain a facility that meets the library's and community's needs;
- Promote the library in the local community and in society in general;
- Conduct the business of the library in an open and ethical manner in compliance with all applicable laws and regulations and with respect for the institution, staff and public.

Every trustee makes a personal commitment to contribute the time and energy to faithfully carry out these duties. Although the board is legally responsible for all aspects of the library as an institution, it is unreasonable to expect a trustee or the whole board to be an expert on every activity or concern that affects the library. Sometimes the most important thing a board

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can do is acknowledge that it does not have enough information or resources, and to ask for help. A trustee must make decisions based on the best information available. It is often wise to consult with your public library system staff or specialists such as lawyers, accountants, architects, insurance professionals, IT professionals and other knowledgeable experts. Under New York State law, library boards have broad and almost exclusive powers and authority to administer the library. The board should not only be concerned with the internal operations of the organization but also alert to external trends and changes that can affect the library's program of services. Being proactive and open to change is imperative in order to survive and thrive in a world in which change is the only constant. **Checklist for Effective Library Trustees:**

- Be active and informed about library matters in general and of those affecting your library. Ask questions of the director and study the issues.
- Attend all board meetings and be prepared to participate knowledgeably.
- Question issues until you understand. Don't be reluctant to vote "No" on a proposal you don't understand or are uncomfortable about.
- Be a team player and treat your fellow board members with respect.
- Support board decisions even if you disagree. A democracy works by the rule of the majority. Seek reconsideration in the future if circumstances change.
- Understand the roles of all involved - the board, director, staff, Friends, and patrons. Respect all opinions; whether you agree or not.
- Conflicts of interest by any board member are the concern of all members of the board. A trustee or family member may not receive, or appear to receive, any gain, tangible or intangible, in dealing with the library.
- Advocate for the library in every manner possible.
- Support competitive salaries in order to attract and retain qualified staff. Appropriate compensation is a direct measure of the commitment and respect a community has for the institution and its staff.

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- Annually evaluate the board, individually and as a whole. This process has proven to be an effective means to improve intra-board communication and bring focus to the tasks at hand.
- Understand and respect the role of the director as Chief Executive Officer (CEO) of the library corporation and support the director's administrative decisions.
- Lastly, it's about the Library, not about you. Always remember that your primary job is to provide the highest quality library service possible for your community, not the cheapest.

BASIC POWERS & DUTIES OF ALL LIBRARY BOARDS OF TRUSTEES IN NEW YORK STATE

AS OUTLINED BY NYS [EDUCATION LAW SECTION 226](#)

§ 226. Powers of trustees of institutions. The trustees of every corporation created by the regents, unless otherwise provided by law or by its charter, may:

1. Number and quorum. Fix the term of office and number of trustees, which shall not exceed twenty-five, nor be less than five. If any institution has more than five trustees, the body that elects, by a two-thirds vote after notice of the proposed action in the call for a meeting, may reduce the number to not less than five by abolishing the office of any trustee which is vacant and filing in the regents' office a certified copy of the action. A majority of the whole number shall be a quorum.

2. Executive committee. Elect an executive committee of not less than five, who, in intervals between meetings of the trustees, may transact such business of the corporation as the trustees may authorize, except to grant degrees or to make removals from office.

3. Meetings and seniority. Meet on their own adjournment or when required by their by-laws, and as often as they shall be summoned by their chairman, or in his absence by the senior trustee, on written request of three trustees. Seniority shall be according to the order in which the trustees are named in the charter or subsequently elected. Notice of the time and place of every meeting shall be mailed not less than five nor more than ten days before the meeting to the usual address of every trustee.

4. Vacancies and elections; removals by board of regents. Fill any vacancy occurring in the office of any trustee by electing another for the unexpired term; provided, however, that where trustees are elected by the legal voters the person so appointed to fill any such vacancy

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shall hold office until the next annual election of trustees. The office of any trustee shall become vacant on his death, resignation, refusal to act, removal from office, expiration of his term, or any other cause specified in the charter. If any trustee shall fail to attend three consecutive meetings without excuse accepted as satisfactory by the trustees, he shall be deemed to have resigned, and the vacancy shall be filled. Any vacancy in the office of trustee continuing for more than one year, or any vacancy reducing the number of trustees to less than two-thirds of the full number may be filled by the regents. The regents may remove any trustee of a corporation created by them for misconduct, incapacity, neglect of duty, or where it appears to the satisfaction of the regents that the corporation has failed or refuses to carry into effect its educational purposes. A hearing in the proceeding for the removal of such trustees shall be had before the board of regents or a committee thereof and the trustees shall be given at least ten days' notice of the time and place of such hearing. In case of removal the regents may appoint successors to the trustees so removed. The provisions of this section as to removal and filling of vacancies in trustees shall not apply to corporations now or hereafter established and maintained by a religious denomination, order or sect. No person shall be ineligible as a trustee by reason of sex.

5. Property holding. Take and hold by gift, grant, devise or bequest in their own right or in trust for any purpose comprised in the objects of the corporation, such additional real and personal property, beyond such as shall be authorized by their charter or by special or general statute, as the regents shall authorize within one year after the delivery of the instrument or probate of the will, giving, granting, devising or bequeathing such property, and such authority given by the regents shall make any such gift, grant, devise or bequest operative and valid in law. Any grant, devise or bequest shall be equally valid whether made in the corporate name or to the trustees of a corporation, and powers given to the trustees shall be powers of the corporation.

6. Control of property. a. Buy, sell, mortgage, let and otherwise use and dispose of its property as they shall deem for the best interests of the institution; and also to lend or deposit, or to receive as a gift, or on loan or deposit, literary, scientific or other articles,

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collections, or property pertaining to their work; and such gifts, loans or deposits may be made to or with the university or any of its institutions by any person, or by legal vote of any board of trustees, corporation, association or school district, and any such transfer of property, if approved by the regents, shall during its continuance, transfer responsibility therefor to the institution receiving it, which shall also be entitled to receive any money, books or other property from the state or other sources to which said corporation, association or district would have been entitled but for such transfer.

b. Notwithstanding any other provision of law, prior to the discarding of used or surplus books or other such reading materials by trustees of a chartered public or free association library which receives over ten thousand dollars in state aid, such trustees shall offer to donate such books or materials to a not-for-profit corporation or political subdivision located within the area of the library system or offer to sell such books or materials to the general public. The trustees shall retain any proceeds received from the sale of such books and materials for the purpose of maintaining and improving library service within the system.

7. Officers and employees. Appoint and fix the salaries of such officers and employees as they shall deem necessary who, unless employed under special contract, shall hold their offices during the pleasure of the trustees; but no trustee shall receive compensation as such. The president or chief executive officer of an association library corporation shall be elected by the trustees from their own number and shall be the chairman of the board.

8. Removals and suspensions. Remove or suspend from office by vote of a majority of the entire board any trustee, officer or employee engaged under special contract, on examination and due proof of the truth of a written complaint by any trustee, of misconduct, incapacity or neglect of duty; provided, that at least one week's previous notice of the proposed action shall have been given to the accused and to each trustee.

9. Degrees and credentials. Grant such degrees and honors as are specifically authorized by their charter, and in testimony thereof give

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suitable certificates and diplomas under their seal; and every certificate and diploma so granted shall entitle the conferee to all privileges and immunities which by usage or statute are allowed for similar diplomas of corresponding grade granted by any institution of learning.

10. Rules. Make all by-laws and rules necessary and proper for the purposes of the institution and not inconsistent with law or any rule of the university; but no rule by which more than a majority vote shall be required for any specified action by the trustees shall be amended, suspended or repealed by a smaller vote than that required for action thereunder.