

RED JACKET COMMUNITY LIBRARY



89 South Main St. Manchester, NY 14504 • Mailing Address: PO Box 370 Shortsville, NY 14548
Phone: 585-289-7063 • Fax: 585-289-7065 • www.redjacket.owwl.org

TO: Candidates for the Red Jacket Community Library (RJCL) Board of Trustees
FROM: The RJCL Nominating Committee
DATE: April 25, 2024
SUBJECT: Nomination petition for trustee candidate

Thank you for your interest in running for the position of Trustee of the Red Jacket Community Library! Trustee candidates must be eligible voters residing in the area we serve, the Manchester-Shortsville Central School District (the District).

Please complete the attached nominating petition to have your name placed on the ballot. In accordance with NYS Education Law governing libraries, you need to collect **at least 25 signatures** from eligible voters residing in the District.

Please return your completed petition to the library no later than **5 pm on Tuesday May 14, 2024**.

You may deliver your petition:

- **In person** - To the library circulation desk, at 89 South Main Street in Manchester – *or* –
- **By mail** - To Red Jacket Community Library, PO Box 370 Shortsville, NY 14548

Trustee elections and the library budget vote will be held in the library on June 11, 2024 12pm- 8pm

Please contact any member of the nominating committee or call the library at (585) 289-7063 if you have any questions. We look forward to working with you!

The Red Jacket Community Library Board of Trustees

Nominating Committee 2024

Amy Hart (585) 363-0091
Amanda Bement (315) 573-6185
Heather Baxter (585) 703-7671

Trustees 2023-2024

Randy Ott, President
Kerry Adams, Vice President
Kathleen Honchen, Secretary
Amy Hart
Nancy Johnsen
Jill Persson
Amanda Bement
Susan Johnson
Heather Baxter



RED JACKET COMMUNITY LIBRARY NOMINATING PETITION

To: The Director of the Red Jacket Community Library

Each of the undersigned hereby **nominates** the following named candidate for election to the position of Trustee of the Board of Trustees of the Red Jacket Community Library for a five-year term.

CANDIDATE NAME	
ADDRESS	

No.	NAME (please print)	ADDRESS	SIGNATURE
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CANDIDATE NAME	
ADDRESS	

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DATE SUBMITTED TO THE LIBRARY DIRECTOR _____

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Board of Trustees Job Description

Mission: To inspire learning and creativity by providing access to materials, resources, programs, and services in a safe and welcoming environment.

Role of the Board of Trustees: To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of the Library to support the organization's mission and needs.

Major Responsibilities of the Board:

- Uphold all legalities related to the Library's bylaws
- Lead and advise the organization in accordance with its mission
- Adopt and monitor policies and procedures
- Exercise financial stewardship and accountability, including the adoption and oversight of the annual budget
- Select, hire, evaluate and assist with the professional development of the executive director
- Review organizational and programmatic reports
- Promote the organization to the Library's constituencies and the community at-large

Expectations of Board Members:

- To uphold ethical standards while acting in the best interests of the Library and to make recommendations based on their experience and vantage point.
- To avoid conflicts of interest and make notice of them when they arise.
- To attend and participate in meetings on a regular basis, and special events as able.
- To participate on at least one standing committee of the board, and serve on ad-hoc committees as necessary.
- To be alert to community concerns that can be addressed by mission, objectives, and programs.
- To communicate and promote the Library's mission and programs to the community.
- To be familiar with the Library's finances, budget, and financial/resource needs.
- To advocate on behalf of the Library with various government agencies when needed.
- To be familiar with the Library's policies and procedures.

Meetings and Time Commitment:

- The Board of Trustees meets once a month, on the third Monday of the month, at 7 p.m. for approximately an hour at the Library.
- Committees of the board meet an average of once a month, depending upon scope of work.
- Board members are asked to attend a minimum of two special Library events per year.
- Trustees are expected to come to Board meetings prepared and informed. Necessary documents are available before meetings for review.

Length of Term: 5 years with a maximum of 10 years

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DUTIES & RESPONSIBILITIES OF A LIBRARY TRUSTEE

What does the Board of Trustees DO?

- Hires a Library Director
- Defines the Library's Mission
- Sets Policy
- Oversees the Library's Finances and Facilities
- Advocates for the Library

What does a Trustee DO:

- Attends Board and Committee Meetings Assigned
- Notifies Board President or Library Director in advance of Board meetings if attendance is not possible.
- After 3 consecutive unexcused Board meetings, the Trustee may be asked to resign.
- Promotes the Library and attends Library events.
- Takes an oath of office which is filed with the Ontario County Clerk

Collective Authority:

The board speaks with one voice once a decision is made.

"Debate, discussion, and even disagreement over an issue are an important part of policy development and the decision making process. However, every trustee has an ethical obligation to publicly support and adopt a board decision."

Handbook for Library Trustees of New York State 2018

Duties of a Library Trustee

"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."

Handbook for Library Trustees of New York State, page 5

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/Conflict 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.

Duty of Obedience *A trustee/board member has a responsibility to ensure 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.*