

# 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](http://www.redjacket.owwl.org)

**TO:** Candidates for the Red Jacket Community Library (RJCL) Board of Trustees  
**FROM:** The RJCL Nominating Committee  
**DATE:** April 16, 2026  
**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 5, 2026**.

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 2, 2026 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 2026*

Heather Baxter - [hlbaxterrjcl@gmail.com](mailto:hlbaxterrjcl@gmail.com)

### *Trustees 2025-2026*

Kerry Adams, President  
Carl Persson, Vice President  
Kathleen Honchen, Secretary  
Heather Baxter  
Nancy Johnsen  
Celeste Andrews

# 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](http://www.redjacket.owwl.org)

## 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 fourth Wednesday of the month, at 6:30 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:** 3 years with a maximum of 6 years

# 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

## 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.*



# 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 three-year term.

<b>CANDIDATE NAME</b>	
<b>ADDRESS</b>	

No.	NAME (please print)	ADDRESS	SIGNATURE
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			



# 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 three-year term.

<b>CANDIDATE NAME</b>	
<b>ADDRESS</b>	

No.	NAME (please print)	ADDRESS	SIGNATURE
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			

DATE SUBMITTED TO THE LIBRARY DIRECTOR

\_\_\_\_\_