

# **The Gloversville Public Library announces four openings on its Board of Trustees.**

There are four (4) openings in 2017. Two are 5 year positions through June 30, 2022. One is a 3 year position through June 30, 2020. One is a 1 year position through June 30, 2018

Terms are decided by the total number of votes each candidate gets. The higher the number of votes the longer the term.

Applicants must be 18 years of age or older and a resident of the Gloversville Enlarged School District.

Petitions are available at the Gloversville Public Library and must be submitted to the library by the close of business on Thursday April 1, 2017.



Gloversville Public Library

58 East Fulton Street, Gloversville, New York 12078

518-725-2819 ■ 518-773-0292 ■ [gpl@sals.edu](mailto:gpl@sals.edu) ■ [www.gloversvillelibrary.org](http://www.gloversvillelibrary.org)

# Board of Trustees of the Gloversville Public Library Election Information Packet

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## Additional Materials Enclosed in Packet

- Biographical statement for educating voters
- Petition sheets (2) – Note: These are legal sheets, 8 ½ x 14”
- Trustee Petition Guidelines
- Proposed 2017-18 Budget
- Minutes from Previous Meetings can be found on the Library’s website under the About the Library tab, then Minutes and Packets
- Annual Report to the Community can be found on the Library’s website under the About the Library tab, then About the Library and scroll to the bottom
- Plans of Service can be found on the Library’s website under the About the Library tab, then About the Library and scroll to the bottom
- Library Policies can be found on the Library’s website under the About the Library tab

For more information, contact:

Christine Pesses, President, Board of Trustees, at [pescred@gmail.com](mailto:pescred@gmail.com)

Barbara Madonna, Library Director, at 725-2819 [bmadonna@mvl.info](mailto:bmadonna@mvl.info)

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## **MISSION STATEMENT**

The Gloversville Public Library commits itself to the residents of the Gloversville Enlarged School District to be a community resource that provides access to information and technology, educational and cultural events while remaining a center for research and recreational pursuits.

## **ETHICS STATEMENT FOR PUBLIC LIBRARY TRUSTEES \***

Trustees shall observe ethical standards with absolute truth, integrity and honor.

Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of the Library or its users.

Trustees may not benefit either personally or financially from a relationship with any vendor serving the Library.

Trustees may not make decisions for the Library based solely on personal or financial relationships with vendors.

Whenever the appearance of or a conflict of interest exists, it is incumbent upon any trustee to disqualify himself/herself immediately.

Trustees will receive reimbursement for library-related expenses only with the approval of the Board.

Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the board even if they personally disagree.

A trustee must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.

Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.

Trustees who accept library board responsibilities are expected to perform all the functions of library trustees.

## **QUALIFICATIONS OF TRUSTEES \***

1. 18 years of age or older
2. Resident of the Gloversville Enlarged School District

The most important qualification is a strong and genuine belief in public libraries and their mission in the community as centers for information and referral, recreation, and lifelong education. A candidate must also be willing to devote appropriate time and effort to carrying out the duties and responsibilities of trusteeship.

The duties will include regular attendance at board meetings, devoting time to committee service and activities, being visible (and often vocal) in the community on behalf of the library, and taking the time necessary to study and learn about the library and the social, legal and political context in which it exists.



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## TRUSTEE DUTIES AND RESPONSIBILITIES \*

A trustee is a person 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. In the words of New York's Not for Profit Corporation Law, "*Directors and officers shall discharge the duties of their respective positions in good faith and with that degree of diligence, care and skill which ordinarily prudent men would exercise under similar circumstances in like positions.*" (Sec. 717(a)).

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

- To select and hire a qualified library manager or library director
- To secure adequate funding for the library's service program
- Stewardship and accountability in the use of that funding
- To adopt policies and rules regarding library use
- To plan and evaluate the library's service program
- To promote the library in the local community and in society in general

*Everything the library board does either falls within one of these duties or is done in support of them.*

As a trustee, you make 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 can do is acknowledge that it does not have enough information or resources, and ask for help. A trustee must make decisions based on the best information and advice available. It may become necessary to consult specialists such as lawyers, accountants, architects, computer analysts and other experts and to act upon their advice.

Under New York State law, library boards have broad and almost exclusive powers and authority to operate the library, but it is unreasonable to expect that any library exists in a vacuum, outside the volatile political, social, cultural, and demographic context in which it exists. The world outside the library is changing constantly. The board must be alert to external trends and changes that can affect the library's program of services. Library boards must be proactive and open to change in order to survive and thrive in a world in which change is the only constant.

It is also important to remember that the board's authority, while broad, is a collective authority. Trustees must work cooperatively with other members of the board; no trustee can speak or act for the board unless specifically empowered to do so.



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## TERMS OF OFFICE

Trustees shall be elected to office by the duly registered voters within the Gloversville Enlarged School District. Trustees will serve 5 year terms, unless otherwise noted.

## LIBRARY STANDARDS \*

By regulation, the Commissioner of Education has established minimum standards for public libraries. They are as follows:

A public library is required to have:

- Written by-laws
- A board approved, written long range plan of service
- An annual report to the community
- A written budget proposal for presentation to funding agencies
- Print information describing the library's rules, hours, services, location and phone number

In addition, a public library is required to:

- Periodically evaluate the effectiveness the library's collection and services
- Maintain hours of services according to a schedule based on population serviced (Population of the Gloversville Enlarged School District per 2000 Census: 19,003. 2010 Census figures have not yet been released or adopted by the NYS Division of Library Development.)

Population	Minimum Weekly Hours Open
Up to 500	12
500-2,499	20
2,500-4,999	25
5,000-14,999	35
<b>15,000-24,999</b>	<b>40</b>
25,000-99,999	55
100,000 and above	60

- Maintain a facility which meets community needs
- Provide equipment and [electronic] connections to meet community needs
- Employ a paid director with qualifications based on population served

Population	Director Education Qualifications
2,500-4,999	Two years of college study
5,000-7,499	Bachelor's degree
<b>7,500 +</b>	<b>Master's Degree in Library Science</b>

\* Source: [Handbook for Library Trustees in NYS \(www.nysalb.org/Handbook.pdf\)](http://www.nysalb.org/Handbook.pdf)



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## HISTORY OF LIBRARY SERVICE IN GLOVERSVILLE

The Levi Parsons Library was founded in 1880 through Judge Parsons' donation matched by local pledges. This library was incorporated under the laws of New York State. A year's membership could be secured for \$2. The board of directors consisted of the president of the village, the principal of the public school and the pastors of the six churches in Gloversville and Johnstown as ex-officio members with twelve additional directors elected to carry out the various duties. The board adopted a constitution and by-laws, and hired a professional librarian. A printed catalog of books was issued, and the library was opened to the public during the afternoons and evenings.

Because library membership was not free, most working class people couldn't afford it and membership began to decline. Finally, the threat of bankruptcy necessitated an appeal to the public, which was most successful. The Gloversville Free Library, still under the association structure, was established in 1888.

In 1902, Andrew Carnegie gave the library \$50,000 for the construction of a building with the provision that the City of Gloversville should contribute annually to its support. The building was opened in December of 1905. In 1911, the city discontinued its appropriation, and in 1912 arrangements were made for the ownership of the building to be transferred to the City of Gloversville and the right of perpetual use assured to the Library Association as long as it was conducted as a free library.

For nearly 100 years the City of Gloversville funded more than half of the Gloversville Free Library's annual budget. But in 2002 the City began a drastic reduction of its annual support, and in 2004 appropriated just \$5000. The Board of Trustees was faced with the challenge of finding a reliable source of operating income in order to preserve public library services for the community.

In 2004, the Gloversville Free Library experienced a financial crisis when the City of Gloversville was no longer able to provide funding to the Library above the 1911 contractual amount of \$5,000. The Trustees of the Gloversville Free Library, after much research, proceeded with a campaign to establish the Gloversville Public Library as a School District Public Library, to publicly elect Trustees, and to raise funds through an annual tax that would be paid by the property owners within the Gloversville Enlarged School District. This effort involved community members in an educational and advocacy campaign. The proposition passed on June 14<sup>th</sup>, 2005 with the election of seven trustees and a tax levy of \$198,200. This amount can never be reduced unless the Board of Trustees presents a new proposition to reduce or eliminate the levy. Any increases in the appropriation must be approved by the voters of the school district. Thus began a new phase in the history of Gloversville's library.

Since 2009, the Gloversville Public Library has been working with an architectural firm from Ballston Spa to develop and implement a comprehensive renovation of the library building. In 2010 the Library received ownership of the building back from the City. Completed projects include rehabilitation of the lobby, repairs to the roof and dome, restoration of the masonry, abatement of a moisture problem in the basement, and replacement of most of the arched windows. The next, and largest, phase will replace the heating, plumbing, and electrical systems, install an elevator to access all 4 levels, bring the building up to code, and transform under-utilized space into public areas thus tripling the square feet available to the public. The project is expected to begin Spring 2017 and the Library will be located in temporary quarter for approximately 18 months.



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## ELECTION CALENDAR FOR THE

May 2, 2017

### GLOVERSVILLE PUBLIC LIBRARY BOARD OF TRUSTEES ELECTION

Month & Day		
By January Board meeting	Trustees set date of vote	
February Board meeting	Trustees approve budget and any tax levy changes	
By February Board meeting (2/21)	Trustee packets available for potential trustees and announcements out	
March 18	Notice of election (1)	Publish 4 times in prior 7 weeks 1 <sup>st</sup> notice 45 days before election
April 1	Last day to file petitions	Must file petition at least 30 days before election
April 4	Notice of Registration (day) (1)	Publish 2 times 2 weeks prior to Registration Day
April 11	Notice of election (2)	2 <sup>nd</sup> notice 30 days after first/3 weeks before election
April 11	Notice of Registration (2)	7 days after initial notice
April 18	Notice of election (3)	7 days after 2 <sup>nd</sup> notice
April 18	Registration day (3:00-7:00 PM – Gloversville Library – time can vary)	2 weeks before vote
April 19	Notice of filing of registers (1)	Day after Registration Day
April 25	Notice of election (4)	1 week prior to vote/7 days after 3 <sup>rd</sup> notice
April 25	Last day to get an absentee ballot APPLICATION if ballot is to be mailed to the voter	at least seven (7) days before the election
April 26	Notice of filing of registers (2)	7 days after initial notice
May 1	Last day to get an absentee ballot APPLICATION if ballot is to be picked up by voter	at least one (1) day before the election
<b>May 2</b>	<b>ELECTION DAY – Gloversville Library polls open 11:00 am- 8:00 pm At 34 WEST Fulton Street</b>	<b>must be 9 consecutive hours, 2 hours after 6pm</b>
May 2 8pm	All absentee ballots are due by the close of polls	<ul style="list-style-type: none"> <li>• If someone can hand deliver the own absentee ballot during the polling hours, they can vote in person.</li> <li>• Any ballots delivered after the polls close are not counted.</li> </ul>



## **2017 TRUSTEE ELECTION BIOGRAPHICAL STATEMENT**

In an effort to provide information to the voters of the Gloversville Enlarged School District, biographical statements about the candidates for trustee are being requested and will be posted on the Library's website and/or provided to the local media.

Please include your name, if you live in the city or one of the townships in the school district, a brief statement about the Library's role in the community and a brief statement about why you are interested in serving as a trustee.

If you wish to include additional personal information, that is acceptable, but please understand it will be used as is without editing.

**Please return your statement when you submit your petitions at the Library  
or email it to: [bmadonna@mvlis.info](mailto:bmadonna@mvlis.info).**



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## GUIDELINES FOR PETITIONS FOR GLOVERSVILLE PUBLIC LIBRARY TRUSTEES

### The candidate should:

- ✓ Use blue or black ink
- ✓ Fill in the candidate's name and place of residence
- ✓ Not sign his/her own petition
- ✓ Be sure the witness of signatures fills in the bottom part completely
- ✓ Gather the required minimum of 25 valid signatures (it is recommended that you obtain more than the minimum 25 signatures)

### People signing the petition should:

- ✓ Use blue or black ink
- ✓ Be registered voters and residents of the Gloversville Enlarged School District
- ✓ Fill in date completely
- ✓ Sign, not print, their name legibly
- ✓ Write out their residence completely (can be written as two lines in the box like a postal envelope)
- ✓ Not use abbreviations on the city name (i.e., "Gville")
- ✓ Not use ditto marks anywhere
- ✓ May sign once for as many trustee candidates as they wish

Completed petitions must be returned in person to Barbara Madonna, Director, Gloversville Public Library, 58 E. Fulton St., Gloversville by **Saturday, April 1, 2017**. The order of drawing names for the ballot order is determined by the date petitions are returned (first petition returned draws first, and so forth). If you have questions, contact Barbara Madonna at 725-2819.



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