



## PROSPECTIVE LIBRARY TRUSTEES

We appreciate your interest in Dansville Public Library and desire to make an impact on our library and community by running for a seat on the Dansville Public Library Board of Trustees. There is one trustee seat available on the board this year. The position carries a full five-year term, which commences on July 1, 2023.

The information in this packet will guide you through the process of getting your name on the ballot for the **public election on Tuesday, May 9, 2023**, which will be held at the Dansville Public Library.

**Completed nominating petitions must be submitted to the Library Director of the Dansville Public Library, 200 Main St. Dansville, by 5:00 p.m. on Friday, April 7, 2023.** The Library Director can be reached at 585-335-6720.

This packet includes:

- Dansville Public Library and Board of Trustees Information page
- Requirements and Procedures for Nomination as a Trustee of the Dansville Public Library (details regarding how to get on the ballot)
- A nominating petition form

### QUESTIONS

Dansville Public Library Director, Margo Prak is available to discuss the role of a library board member and share more information about what is expected and required of trustees. She can be reached by phone at 585-335-6720 or by email at [dansvillelibrarydirector@owwl.org](mailto:dansvillelibrarydirector@owwl.org).



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## **DANSVILLE PUBLIC LIBRARY AND BOARD OF TRUSTEES INFORMATION**

Dansville Public Library is a school district public library, serving the residents of the Dansville Central School District. Residents within the school district vote on the Library's budget and to elect members to the Library's Board of Trustees. The Board consists of five-members, each elected to a five-year term, beginning on July 1. The Library and the Library Board are independent of the School District and the School Board, however, the School District is responsible for the collection of the Library's annual tax levy.

The Library Board has traditionally met the second Monday of each month at 4:00pm, at the Dansville Public Library. There are 12 regular meetings a year. Additionally, each board member may be asked to serve on a committee; committee meetings occur as needed.

Originally organized in 1872 as the Dansville Library Association, the Dansville Public Library was granted its charter as a school district public library in New York State in 1893. In 1920 the Shepard Homestead, located at the corner of Main and Perine Streets in the Village of Dansville, New York, was gifted to the Library. After necessary remodeling, the Library opened to the public in 1924. In 2011, a 9,000 square foot expansion project was completed to provide additional space for the community to gather and to house the library's collection. Today, Dansville Public Library houses more than 32,000 items and loans books, magazines, DVDs, fishing poles, and more. In 2022, the Library loaned more than 44,000 items and had over 3,000 registered borrowers.

### **ADDITIONAL RESOURCES ON PUBLIC LIBRARIES AND A LIBRARY'S BOARD OF TRUSTEES**

- **Statement on Governance Role of a Trustee or Board Member** [NYS Board of Regents] [https://www.regents.nysed.gov/about/statement\\_governance](https://www.regents.nysed.gov/about/statement_governance)
- **Handbook for Library Trustees of New York State** by Jerry Nichols & Rebekkah Smith Aldrich <https://www.nysl.nysed.gov/libdev/trustees/handbook/handbook.pdf>
- **Trustee Education Requirements: Frequently Asked Questions** [NYS Division of Library Development] <https://www.nysl.nysed.gov/libdev/trustees/education.htm>
- **Trustee Oaths of Office** [NYS Division of Library Development] <https://www.nysl.nysed.gov/libdev/trustees/oath.htm>
- **“What Every Trustee Should Know”** webinar by Gerald Nichols [NYS Division of Library Development] <https://vimeo.com/134973499>

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“The board’s role is to govern the library - to approve policy, secure adequate funding and hire a competent, qualified library director.”

*(Handbook for New Public Library Directors in New York State* by Rebekkah Smith Aldrich, p.31)

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## **REQUIREMENTS AND PROCEDURES FOR NOMINATION AS A TRUSTEE OF THE DANSVILLE PUBLIC LIBRARY**

On May 9, 2023 voters of the Dansville Central School District will vote to elect one (1) individual to fill one (1) trustee seat on the Board of Trustees of the Dansville Public Library. The candidate receiving the highest number of votes shall serve on the Dansville Public Library Board of Trustees for a five-year term, commencing on July 1, 2023. The election will be held on Tuesday, May 9, 2023 at the Dansville Public Library.

**A qualified voter (see below) who is interested in having their name placed on the ballot as a candidate for a seat on the Board of Trustees must submit a nominating petition containing the signatures of at least 25 qualified voters in the Dansville Central School District, to the Library Director of the Dansville Public Library, not later than 5:00 p.m. on Friday, April, 7, 2023.**

**Q: Who may be nominated as a candidate for election as member of the Library Board of Trustees?**

A: Any person at least 18 years old who is a U.S. citizen, is a resident of the Dansville Central School District, and is not otherwise disqualified from voting under Election Law § 5-106 (a “qualified voter”).

**Q: How many voter signatures are required for the petition of the candidate for the Library’s Board of Trustees?**

A: Each person seeking to be nominated for a position on the Library’s Board of Trustees is required to collect a minimum of 25 valid signatures of qualified voters on their nominating petition. Candidates are encouraged to get as many signatures as possible to avoid being disqualified if a signature is challenged and voided.

**Q: Who may sign a petition?**

A: Any qualified voter may sign a petition.

**Q: Who may collect signatures on a nominating petition?**

A: Any qualified voter may collect signatures.

**Q: What form is used to collect petition signatures?**

A: A Nominating petition form is appended hereto. Candidates may use more than one form to secure all of the required signatures. Photocopies of the form may be used to collect signatures, but all of the signatures contained on the Nominating petition filed with the Library Director must be originals.



**Q: May signatures be collected inside the Library building?**

A: Signatures on the petitions should not be collected inside the library building. Signatures may be collected outside of the Library building and at other places in the community.

**Q: When are the nominating petitions for candidates for the Board of Trustees due to the Library Director of the Dansville Public Library?**

A: The Trustee Nominating petitions must be filed with the Library Director at the Dansville Public Library, not later than **5:00 p.m. on Friday, April 7, 2023.**

**Q: How should the Nominating petition form be filled-out?**

A: Candidates and persons collecting signatures on their behalf should be aware that strict compliance with the law is required in the execution of Nominating petitions.

Accordingly, it is extremely important that nominating petitions are filled out neatly and accurately. Complete petitions in pen only. The person collecting signatures should clearly print the candidate's name and full address of the candidate's place of residence in the blanks at the top of the form. The person collecting the signatures should also fill in the blanks in the Statement of Witness at the bottom of the form by entering their own name and residential address.

Collect signatures in the table in the center of the form and may only be collected in the presence of the witness. The signatures are collected by having the signer enter the date of signature, the signer's full name (in printing), the signer's signature, and the signer's current residential address (which must be located within the Dansville Central School District). Once a signature has been placed on a Nominating petition, it should not be altered or modified in any manner. Errant marks on or near a signature may void the entire Nominating petition. Exercise care to avoid the collection of duplicate signatures as they cannot be counted in the tally of valid signatures. Under no circumstances may the name or emblem of a political party be placed on the Nominating petition, and care should be used not to identify the candidate with any party or political affiliation.

Upon completion of the form, the person collecting the signatures should tally the number of signatures collected, enter that number in the blank in the Statement of Witness, and then sign and date the petition. When all signatures have been collected, the pages of the nominating petition should be stapled and consecutively numbered by the candidate prior to the submission of the petition to the Library Director. The candidate should retain a copy of the Nominating petition for their own records.