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The Role and Responsibilities of a Library Trustee and How to Get on the Ballot

Nyack Library is a free association library, and a not-for-profit corporation granted a charter by the State of New York in 1890 and amended in 2001. Nyack Library is governed by a Board of Trustees of not more than eleven Trustees having the powers and duties as given to trustees of educational institutions by the Education Law of the State of New York. Acting under its collective authority, the Board establishes policy for the operation of the Library, ensures the preparation and adoption of an annual budget, appoints the Library Director, supervises the Director in the operation of the Library, monitors Library operations, and audits and controls the Library's finances.

The Board of Trustees oversees a multi-million-dollar budget so the ability to understand financial reports is desirable. The Board benefits from Trustees who have a broad range of other skills such as legal, human resources, development, marketing, management, technology, and property management. The Library seeks to have each community within the service area represented on its Board.

A Trustee must be a resident of voting age of the Library's Chartered Service Area which consists of the three incorporated villages of Nyack, Upper Nyack, and Grand View-on-Hudson; the two incorporated hamlets known as South Nyack and Upper Grandview in the town of Orangetown as far as they are located in the Nyack Union Free School District; and part of the unincorporated hamlet known as Central Nyack in the town of Clarkstown as far as it is located in the Nyack Union Free School District.

Trustees serve a three-year term of office unless they are appointed to fill a vacancy, in which case they serve only until the next election when they may run for a full term. Trustees are expected to attend Board of Trustee meetings which are generally held on the third Monday of each month (except in August) at 7:00 pm in the Community Meeting Room of the Library. A Trustee who is absent for three or more regularly scheduled Board meetings or three or more meetings for an assigned committee within any twelve-month period shall be referred to the Executive Committee to determine what action, if any, should be taken.

Trustees are expected to participate in two or more standing committees of the Board. These committees include Audit, Finance, Building and Property, Personnel, Policy Development and Long-Range Planning. Most committees meet once monthly in addition to the Board of Trustee meetings. Trustees are also required to complete two hours of Trustee continuing education and a course on Sexual Harassment Prevention annually.

New Trustees are elected at the Annual Association Meeting held every February on the second Tuesday of the month. To be a Trustee, a person must be a resident of the Library's Chartered Service Area and be a library card holder of Nyack Library in good standing for at least a year.

Residents may get on the ballot through an application process or a petition process. The application process requires filling out an application and being interviewed by the Nominating Committee of the Library Board. Residents who complete this process will have their name placed on the ballot.

The petition process requires filling out an information sheet and submitting a petition signed by a minimum of twenty-five registered voters from the Library's Chartered Service Area. After the signatures are validated by the Library, the petitioner's name will be placed on the ballot.

For the election to be held on February 13, 2024, the application or the petition must be submitted to the Library by 5 pm on Friday, January 12, 2024. Applications may be submitted either on line to Minerva Parker, Board Clerk at: mparker@nyacklibrary.org or in person at the Circulation Desk of the Library. Petitions may be submitted in person at the Circulation Desk of the Library.

Newly elected Board members will be seated at the Annual Board of Trustees Meeting which immediately precedes the February Board of Trustees meeting. For 2024, those meetings will take place on Tuesday February 20, 2024 at 7 pm.

When a Trustee vacates their position during their current term of office, an individual who has filled out an application and been interviewed by the Nominating Committee, may be selected and appointed by the Nyack Library Board of Trustees to fill the vacancy. The Board's Nominating Committee recommends a candidate and the Board votes to approve that nomination.