



## **2018 Primer for Candidates for the Board of Trustees of the Gold Coast Public Library**

Thank you for your interest in serving on the Gold Coast Public Library Board of Trustees! We are looking forward to the election process and we are glad you have interest in serving as Library Trustee.

Petitions are due to the Library Circulation Desk no later than 5PM on Thursday, August 30, 2018. A Public Budget Hearing will be held at the Library Annex at 7:00 PM on Wednesday, September 5, 2018. A “Meet the Candidates Forum” will be held immediately following the budget hearing. We look forward to seeing you! A lottery to determine the placement on the ballot for each candidate is held in the Library Lobby on August 31, at 10:30 AM. Candidates, or a person designated in a written proxy are welcome to attend the lottery.

The Election will take place on Wednesday, September 12, 2018 with polls open in the Library Annex from 9 AM – 9 PM. Results are tabulated in the Annex after 9 PM.

In order to provide you some background information on the responsibilities of a Gold Coast Public Library Trustee, attached to this letter, please find the general duties of Library Trustees as excerpted from The Handbook for Library Trustees of New York State. The full handbook can be found online at:

<http://www.nysl.nysed.gov/libdev/trustees/handbook/handbook.pdf>

Information on the bylaws and policies of the Gold Coast Public Library are also online at:

<http://www.goldcoastlibrary.org/about-the-library/library-policies>

Archived Minutes of Previous Board Meetings are available online at:

<http://www.goldcoastlibrary.org/about-the-library/board-of-trustees>

Gold Coast Public Library Board Meetings are held once a month, most recently on the third Wednesday of every month at 7:30PM throughout the year which trustees are expected to attend. In addition, each trustee serves on at least one subcommittee of the Board and may need to attend additional meetings to do the work of the committee.

Please let me know if you have any questions about the Library or the election process.

Sincerely,

Michael Morea  
Library Director  
Gold Coast Public Library  
[mmorea@goldcoastlibrary.org](mailto:mmorea@goldcoastlibrary.org)



## TRUSTEE DUTIES AND RESPONSIBILITIES

*“Trustee/board members owe allegiance to the institution and must act in good faith with the best interest of the institution in mind. The conduct of a trustee/board member must, at all times, further the institution's goals...”*

Statement on the Governance Role of a Trustee or Board Member, New York State Board of Regents

A trustee is a person to 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.

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.

### *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/Conflicts 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 insure 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.*

In addition, the Regents charge the Trustee to “ensure that financial resources are being used efficiently and effectively toward meeting the institution's goals”; and to “hire a CEO to manage the operation of the institution and evaluate his/her overall performance”.

(All excerpts from: Statement on the Governance Role of a Trustee or Board Member; New York State Board of Regents, [http://regents.nysed.gov/about/statement\\_governance](http://regents.nysed.gov/about/statement_governance))

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

- Create and develop the mission of the library;
- Regularly plan and evaluate the library's service program based on community needs;
- Select, hire and regularly evaluate a qualified library director;
- Secure adequate funding for the library's service program;
- Exercise fiduciary responsibility for the use of public and private funds;
- Adopt policies and rules regarding library governance and use;
- Maintain a facility that meets the library's and community's needs;
- Promote the library in the local community and in society in general;
- Conduct the business of the library in an open and ethical manner in compliance with all applicable laws and regulations and with respect for the institution, staff and public.

Every trustee makes 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 to ask for help.

A trustee must make decisions based on the best information available. It is often wise to consult with your public library system staff or specialists such as lawyers, accountants, architects, insurance professionals, IT professionals and other knowledgeable experts.

Under New York State law, library boards have broad and almost exclusive powers and authority to administer the library. The board should not only be concerned with the internal operations of the organization but also alert to external trends and changes that can affect the library's program of services. Being proactive and open to change is imperative in order to survive and thrive in a world in which change is the only constant.

### **Checklist for Effective Library Trustees:**

- ✓ Be active and informed about library matters in general and of those affecting your library. Ask questions of the director and study the issues.
- ✓ Attend all board meetings and be prepared to participate knowledgeably.
- ✓ Question issues until you understand. Don't be reluctant to vote "No" on a proposal you don't understand or are uncomfortable about.
- ✓ Be a team player and treat your fellow board members with respect.
- ✓ Support board decisions even if you disagree. A democracy works by the rule of the majority. Seek reconsideration in the future if circumstances change.
- ✓ Understand the roles of all involved - the board, director, staff, Friends, and patrons. Respect all opinions; whether you agree or not.
- ✓ Conflicts of interest by any board member are the concern of all members of the board. A trustee or family member may not receive, or appear to receive, any gain, tangible or intangible, in dealing with the library.
- ✓ Advocate for the library in every manner possible.

- ✓ Support competitive salaries in order to attract and retain qualified staff. Appropriate compensation is a direct measure of the commitment and respect a community has for the institution and its staff.
- ✓ Annually evaluate the board, individually and as a whole. This process has proven to be an effective means to improve intra-board communication and bring focus to the tasks at hand.
- ✓ Understand and respect the role of the director as Chief Executive Officer (CEO) of the library corporation and support the director's administrative decisions.
- ✓ **Lastly, it's about the Library, not about you. Always remember that your primary job is to provide the highest quality library service possible for your community, not the cheapest.**

**Resources:**

- NYS Board of Regents: Statement on the Governance Role of a Trustee or Board Member [http://www.regents.nysed.gov/about/statement\\_governance](http://www.regents.nysed.gov/about/statement_governance)
  - Right From the Start: Responsibilities of Directors of Not-For-Profit Corporations [NYS Office of the Attorney General] <http://www.charitiesnys.com/pdfs/Right%20From%20the%20Start%20Final.pdf>
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# Gold Coast Public Library

50 Railroad Avenue  
Glen Head, NY, 11545

Newsday, Inc.  
235 Pinelawn Road  
Melville, NY 11747

July 17, 2018

Attn: Legal Notices

The following Notice of Election is to appear in the legal notice section of the Nassau edition of Newsday between August 23, 2018 and August 30, 2018. Please provide an affidavit of publication and mail a bill to the Library at the above address. Please fax a proof before publication to the Library at 516-759-2183.

## GOLD COAST PUBLIC LIBRARY PUBLIC BUDGET HEARING AND ELECTION

PLEASE TAKE NOTICE that a PUBLIC BUDGET HEARING will be held on Wednesday, September 5, 2018 at 7:00 pm at the Gold Coast Public Library Annex, 40 Railroad Ave., Glen Head, NY, 11545. Copies of the proposed 2019 budget will be available upon request at the Library during normal hours of operation starting Wednesday, August 29, 2018, and at the following school houses upon request during their normal business hours:

Glen Head Elementary School    Glenwood Landing Elementary School  
North Shore Middle School    North Shore High School  
And on the Gold Coast Library website: [www.goldcoastlibrary.org](http://www.goldcoastlibrary.org).

The annual trustee election will be held on Wednesday, September 12, 2018 at the **GOLD COAST PUBLIC LIBRARY ANNEX, 40 Railroad Ave**, Glen Head, NY, 11545 between the hours of 9:00 am and 9:00 pm. for the purposes of electing three (3) Trustees for Gold Coast Public Library District, each to serve a term of three (3) years commencing January, 2019 and ending December 31, 2021. Please note the change in location of the Trustee election. Candidates for the office of Trustee must be nominated individually, by a petition signed by no fewer than 50 qualified voters of the Gold Coast Public Library District. Each petition must state the name and residence of the candidate and the name and residence of the signer. Petitions must be directed to the CHAIR OF THE ELECTION COMMITTEE OF THE GOLD COAST PUBLIC LIBRARY DISTRICT at the GOLD COAST PUBLIC LIBRARY and filed in the office of the Chair of the Election Committee, located at the Circulation Desk, not later than 5:00 pm, Thursday, August 30, 2018. Petitions may be obtained at the GOLD COAST PUBLIC LIBRARY, by phoning the Library at 759-8300, or by writing to GOLD COAST PUBLIC LIBRARY, 50 Railroad Avenue, Glen Head, NY, 11545.

PLEASE TAKE FURTHER NOTICE that applications for absentee ballots for the Library election may be obtained at the Gold Coast Public Library at 50 Railroad Ave, Glen Head, NY, 11545 during regular library hours and on the library website ([www.goldcoastlibrary.org](http://www.goldcoastlibrary.org)). Completed applications must be received by the Gold Coast Public library District at least seven (7) days before the election if the ballot is to be mailed to the voter or one (1) day before the election if the ballot is to be personally delivered to the voter. Absentee ballots must be received at the Gold Coast Public Library no later than 5:00 pm on September 12, 2018. A list of all persons to whom absentee ballots shall have been issued will be available for inspection in the administrative office of the Gold Coast Public Library between the hours of 10 am and 6 pm on each of the five (5) days prior to the day of the election except Sundays. Such list will also be available for inspection at the polling place for the election of members of the Board of Trustees.

The GOLD COAST PUBLIC LIBRARY ELECTION DISTRICT includes the geographic boundaries consisting of all of that part of central school district number one in the towns of Oyster Bay and North Hempstead exclusive of the portion thereof within the incorporated village of Sea Cliff, the area of said public library district being bounded on the north by said incorporated village of Sea Cliff and by the city school district of the city of Glen Cove also known as School District Number Five, on the east by Locust Valley central school district number three, on the south by Jericho Union Free School District Number Fifteen and Roslyn Union Free School District Number Three, and on the west by Hempstead Harbor and the Incorporated Village of Sea Cliff.

David Martin, Election Chair  
Gold Coast Public Library

