

Trustee Education Policy

Purpose

The purpose of the Trustee Education Policy is to comply with [New York State Education Law Section 260-D](#) which requires members of library Boards of Trustees, beginning January 1, 2023, to complete a minimum of two hours of trustee education annually from a provider approved by the Commissioner of Education that addresses the financial oversight, accountability, fiduciary responsibilities and the general powers and duties of library trustees.

Each member of the Library Board must demonstrate compliance with this policy by filing evidence with the Board President annually.

Administration

Each year Trustees are required to complete two hours of continuing education during their term on the Board.

All first time Guilderland Public Library Trustees are required to take the CORE training offered by the Upper Hudson Library System available at <https://www.uhls.org/trustee-training/> within six months of their appointment.

According to Education Law Section 260-D, each Trustee shall demonstrate compliance with the requirements by filing with the President of the Board of Trustees evidence of completion of trustee education from an approved provider. Such evidence shall include one of the following:

1. certificates of completion issued by one or more approved providers; or
2. a signed self-assurance of completion (included at the end of this policy).
 - a. Such assurance shall identify the approved trustee education providers, a description of the format and content of the completed instruction activities, the date and time such member began and completed each instruction activity, and an explanation of why a certificate of completion was not available from such approved providers.

Evidence of the number of hours completed shall be submitted to the Board President by July 31st of each year. Failure of a Trustee to submit evidence of completion by the end of the fiscal year, may result in suspension pursuant to Education Law section

226(8). Failure to come into compliance within a reasonable amount of time after suspension may result in termination from the Board.

Compliance will be tracked through the Library's Annual Report to the State.

Approved Providers

At the state level, trustee education providers and activities (topics and formats) are approved by the New York State Library acting on behalf of the Commissioner of Education.

In addition to pre-approving public library systems as trustee education providers, the State Library has delegated authority to public library systems to approve additional trustee education providers and activities (topics and formats) for their member libraries. Those approved providers are listed at <https://www.nysl.nysed.gov/libdev/trustees/education>

Costs of Continuing Education

Reasonable costs incurred by a Trustee in complying with the trustee education requirements will be reimbursed by the Library subject to the necessary funds being available in that year's Budget.

Sample Form

SELF-ASSURANCE of Trustee Education Activity Completion

Beginning January 1, 2023, each library Trustee, elected or appointed, of a Board of Trustees is required to complete a minimum of two hours of trustee education annually. (Education Law 260-d as added by *Chapter 468 of the Laws of 2021*)

Please use this self-assurance form if a certificate of completion is not available from the approved education activity provider. Please submit this form to the library board president for review and signature. Trustees should retain a copy of the signed form.

I give the following assurance:

I attended the following trustee education activity:

Trustee Name: _____

Approved Provider: _____

Title of Activity: _____

Topic/Content: _____

Format (e.g. workshop, webinar, online course): _____

Date of Activity: _____

Number of Hours: _____

Trustee Signature/Date: _____