

TRUSTEE RESPONSIBILITY

Trustee Education

- I. **STATEMENT** Trustees of the Red Jacket Community Library (Library) must demonstrate compliance with established trustee education requirements.

- II. **PURPOSE** To uphold New York State Education Law § 260-d which requires members of a library's board of trustees to complete annual trustee education from a provider approved by the Commissioner of Education that addresses financial oversight, accountability, fiduciary responsibilities, and the general power and duties of library trustees.

- III. **POLICY**
 - A. **REQUIREMENTS**
 - 1. Beginning January 1, 2023 each trustee, elected or appointed, is required to complete a minimum of two hours of continuing education during each year of their term of office.
 - a. Continuing education must be provided through an approved provider.
 - 2. Evidence of completion shall include one of the following.
 - a. A certificate of completion issued by one or more approved providers; or
 - b. A signed Trustee Education Self-Assurance Form (Appendix 1E). Such self-assurance shall identify the following.
 - i. The approved trustee education providers.
 - ii. Description of the format and content of each completed education activity.
 - iii. Date and time the trustee began and completed each education activity.
 - iv. Explanation of why a certificate of completion was not available from the approved provider.
 - 3. Each trustee must demonstrate compliance with the requirements by filing evidence of completion with the Secretary of the Board of Trustees.
 - a. Evidence of completion shall be filed on or before December 31 of each year.
 - b. While a trustee's term of office typically begins on July 1 and ends on June 30, compliance is reported based on a calendar year.
 - c. Compliance is tracked through the Annual Report to the State.
 - 4. Should a trustee fail to submit evidence of completion by the above date, the trustee is, by default, suspended from duty until evidence of completion is filed.
 - 5. Should a trustee in suspension fail to provide evidence of completion within 90 days, they will be assumed to have resigned from the board.
 - B. **APPROVED PROVIDERS**
 - 1. 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.

2. 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.
3. Pre-approved providers.
 - a. New York State Library/Division of Library Development.
 - b. Public Library Systems (including OWWL Library System).
 - c. WebJunction.
 - d. New York Library Association (including the Library Trustees Section and other Sections/Roundtables).
 - e. Reference and Research Library Resources Councils.
 - f. Empire State Library Network (formerly New York 3Rs Association).
 - g. PULISDO (Public Library System Directors Organization).
 - h. ALA (American Library Association) including United for Libraries and other Divisions.

C. ALLOWABLE FORMATS

1. Trustee education may be delivered online or in-person.
2. Allowable formats of this education are any of the following.
 - a. Lectures.
 - b. Workshops.
 - c. Webinars.
 - d. Online courses.
 - e. Educational programs.
 - f. Regional, state, or national library association conferences.

D. COSTS OF CONTINUING EDUCATION

1. Modest and reasonable costs incurred by a trustee in complying with the trustee education requirements may be reimbursed by the Library in accordance with Policy 500-1 N Meals and Refreshment.
2. All continuing education requests for reimbursement must be pre-approved by the Library Board of Trustees.

IV. REFERENCES

- A. Board of trustees continuing education, NY EDUCATION LAW § 260-D (2023).

Revision History	
6/18/2024	Trustees self-reported education activities in the shared trustee folder of Google Drive since July 2021. Trustees will now report trustee education activities in accordance with Section A.2 of this policy retroactive to 1/1/2024.