WadsworthLibrary

TRUSTEE EDUCATION POLICY

PURPOSE

The purpose of the Trustee Education Policy is to comply with New York State Education Law Section 260-d[1] to require members of library board of trustees, beginning January 1, 2023, to complete a minimum of two hours of trustee education annually from a provider approved by the commissioner that addresses the financial oversight, accountability, and fiduciary responsibilities and the general power and duties of library trustees.

Each member of the Wadsworth 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 Wadsworth Library Board.

According to 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 completion shall be submitted to the Board President by December 31 of each year.

Should a Trustee fail to submit evidence of completion by the above date, the Trustee will be suspended from duty until evidence of completion is filed. Should a Trustee in suspension fail to provide evidence of completion within 90 days, they will have assumed to have resigned from the board.

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

[1] SECTION 260-D Board of Trustees Continuing Education, Education (EDN) CHAPTER 16, TITLE 1, ARTICLE 5, PART 2, https://www.nysenate.gov/legislation/laws/EDN/260-D

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[2].

Pre-approved providers:

- New York State Library/Division of Library Development
- Public Library Systems
- WebJunction
- New York Library Association (including the Library Trustees Section and other Sections/Roundtables)
- Reference and Research Library Resources Councils
- Empire State Library Network (formerly New York 3Rs Association)
- PULISDO (Public Library System Directors Organization)
- ALA including United for Libraries and other Divisions

Allowable Formats:

Trustee education may be delivered online or in person. The format of this education may include any of the following:

- Lectures
- Workshops
- Webinars
- Online courses
- Educational programs held at in-person or virtual regional
- State or national library association conferences

COSTS OF CONTINUE EDUCATION

Modest and reasonable costs incurred by a Trustee in complying with the trustee education requirements may be reimbursed by the Wadsworth Library in accordance with Library's Personnel Policy and the statement of Staff development and Compensation. All continuing education requesting reimbursement must be pre-approved by the Wadsworth Library Board.

Adopted September 12, 2024 Board of Trustees

[2] Trustee Education Requirements, Frequently Asked Questions, https://www.nysl.nysed.gov/libdev/trustees/education.htm

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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 that I attended the following trustee education activity:

Trustee Name:

Approved Provider:

Title of Activity:

Topic/Content:

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

Date and Time of Activity:

Contact Hours:

Reason for the Absence of a Completion Certificate:

Trustee Signature Date