



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.

Requirements

1. Training

- a. Beginning January 1, 2023, all library trustees are required to complete two hours of continuing education annually during their three-year term(s) on the Maxwell Memorial Library Board.
- b. Trustees may participate in trustee education online or in person.
- c. Trustee education may include webinars, lectures, workshops, regional or national library association programs or any format approved by the New York State Library acting on behalf of the Commissioner of Education, including those presented by the Onondaga County Public Library System.

2. Compliance

- a. Each library trustee shall demonstrate compliance with the requirements of Section 260-D by filing with the President of the Board of Trustees evidence of completion of trustee education from an approved provider.
- b. Such evidence shall include one of the following:
 - i. certificates of completion issued by one or more approved providers; or
 - ii. a signed self-assurance of completion form which shall be made available to library trustees from Maxwell Memorial Library.

- c. The Board President shall be responsible for ensuring compliance by all trustees on the board. Evidence of completion shall be submitted to the Board President by December 31 of each year.
- d. Failure to comply with the requirements of this section shall be deemed neglect of duty, and the noncompliant trustee may be subject to removal at the discretion of the board and in accordance with the Library's bylaws.
- e. Compliance will be tracked through the Library's Annual Report to the State.

Approved March 20, 2023 by the Maxwell Memorial Library Board of Trustees.