Onondaga County Public Library Board Policy



OCPL Trustee Education Policy

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# OCPL Trustee Education Policy

## Purpose

The purpose of Onondaga County Public Library's 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. This training is in addition to the Sexual Harassment Prevention required pursuant to Section 201-G of the NYS Labor Law.

Each member of the Onondaga County Public Library (OCPL) Board must demonstrate compliance with this policy by filing evidence with the Board President and the Executive Assistant to the Director annually.

## Administration

*Trustees are required to complete two hours of continuing education each calendar year during their term on the OCPL Board. Should a Trustee fail to submit evidence of completion by the end of the calendar year, that trustee may be removed for neglect of duty, as per the Bylaws of the Board of Trustees.*

According to Section 260-D, each Trustee shall demonstrate compliance with the requirements by filing with the President of the Board of Trustees and the Executive Assistant to the Director 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 by December 31 of each year. 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.

## Pre-approved Providers

- New York State Library/Division of Library Development
- Public Library Systems
- WebJunction
- New York Library Association (NYLA), (including the Library Trustees Section and other Sections/Roundtables)
- Empire State Library Network (ESLN), including the Central NY Library Resources Council (CLRC) (formerly New York 3Rs Association)
- Public Library System Directors Organization (PULISDO)
- American Library Association (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
- State or national library association conferences

## Costs of Continuing Education

Modest and reasonable costs incurred by a Trustee in complying with the trustee education requirements may be reimbursed by the OCPL Board. All continuing education requesting reimbursement must be pre-approved by the Library Board.

# OCPL Board of Trustees

## 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, as well as NYS Sexual Harassment Prevention Training annually. New York State Education Law Section 260-D as added by *Chapter 468 of the Laws of 2021 and Section 201-G of the NYS Labor Law*.)

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 OCPL Board President 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 of Activity: _____

Contact Hours: _____

_____

**Trustee Signature/Date**