

JERICHO PUBLIC LIBRARY TRUSTEE TRAINING POLICY

Background and Purpose

Beginning January 1, 2023, all members of the Jericho Public Library Board of Trustees will complete a minimum of two hours of trustee education annually in compliance with New York State Education Law 260-d as added by Chapter 468 of the Laws of 2021.

Training

Per Education Law, eligible trustee education topics may include financial oversight, accountability, fiduciary responsibility and the general powers and duties of a library trustee. Trustees will send completion certificates issued by an approved provider, or if one is unavailable, the designated self-assurance form (see APPENDIX), to the Jericho Public Library Board President and/or the Clerk of the Board by December 1 of each year. The Clerk of the Board will, on behalf of the Board President, keep the record of trustee continuing education activities.

Approved Providers

Trustee education providers and activities, including topics and formats, are approved by the New York State Library acting on behalf of the Commissioner of Education.

New York State Library's approved providers are:

- New York State Library/Division of Library Development
- Public Library Systems/Public Library System Directors Organization
- WebJunction
- New York Library Association (including all sections and roundtables)
- New York Reference and Research Library Resources Councils (including LILRC)
- Empire State Library Network (*formerly New York 3Rs Association*)
- American Library Association (including United for Libraries and other divisions)

Trustee education may be delivered online or in person. Acceptable presentation formats include lectures, workshops, webinars, online courses, and local, state or national library association conferences.

Compliance

Compliance will be tracked through the Jericho Public Library Annual Report to the State. Should a trustee fail to submit evidence of completion by December 31 of each year the matter will be referred to the Board of Trustees for review and discussion.

Adopted by the Board of Trustees of the
Jericho Public Library December 13, 2022

APPENDIX:

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, as per New York State Education Law 260-d as added by Chapter 468 of the Laws of 2021. On December 15, 2022, the Jericho Library Board of Trustees approved a Trustee Training policy that requires current and future Jericho Library trustees do the same.

Please use this self-assurance form only if a certificate of completion is not available from the approved education activity provider.

Submit this form to the Jericho Library Board President and/or the Clerk of the Board 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 (*workshop, webinar, online course*): _____

Date of Activity: _____

Contact Hours: _____

Trustee Signature/Date: _____