



Trustee Training Policy

In accordance with New York State Education Law [§260-d Board of trustees continuing education](#), all library trustees must complete a minimum of two hours of trustee education each calendar year. In addition, each trustee must complete sexual harassment prevention training each calendar year.

Trustee continuing education topics can include financial oversight, accountability, fiduciary responsibilities and the general powers and duties of a library trustee. If the training opportunity does not provide a certificate of completion, trustees may file a sign [self-assurance form](#) (attached) identifying the provider and including a description of the content, format and duration of the educational activity.

The board president will keep the record of trustee continuing education activities.

Approved Providers

Trustee education providers and activities are approved by the New York State Library acting on behalf of the Commissioner of Education. The State Library also authorizes public library systems to approve additional trustee education providers and activities. SALS has and other New York library consortiums, such as OWWL, have training resources available.

Trustee education providers include:

- [Trustee Handbook Book Club](#)
- [New York State Library/Division of Library Development](#)
- [WebJunction](#)
- [New York Library Association](#) (including the Library Trustees Section and other Sections/Roundtables)
- [American Library Association](#)
- [Office of the New York State Comptroller Webinars](#)

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

Documentation that all trustees have completed mandatory training, including certificates of completion and self-assurance forms, will be held by the board president for inclusion in the library's Annual Report for Public and Association Libraries, filed with the state.

Trustees who fail to submit evidence of training completion by Dec. 31 of the calendar year may be removed from duty. The board president will send an advisory email by Dec. 1 to any trustee not in compliance, reminding them of the training requirements and deadline. If a trustee has not met these requirements by Dec. 31, they will be temporarily suspended from board duty until they are in compliance. If a trustee has not complied with the training requirements within 90 days of suspension, the president will ask the trustee to resign and/or hold a vote at a regular board meeting to remove that trustee from the board.

Adopted by the board on Nov. 18, 2025

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 of Activity: _____

Contact Hours: _____

Trustee Signature/Date: _____

Board President Signature/Date: _____