

Levittown Public Library Trustee Training Policy

Background and Purpose

Beginning January 1, 2023, all members of the Levittown 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**.

Levittown Public Library Trustee Training

Each trustee will complete at least two hours of trustee education each calendar year.

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 Levittown 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. Additionally, the State Library authorizes public library systems to approve additional trustee education providers and activities.

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.

Reimbursement for Continuing Education

Modest and reasonable costs incurred in completion of trustee education requirements may be reimbursed by Levittown Public Library in accordance with the Conference and Travel Policy. Any continuing education activities requiring reimbursement over \$50.00 must be pre-authorized by the Levittown Public Library Board President prior to the event.

Compliance

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

Should a trustee fail to submit evidence of completion by December 31 of each year, they will be suspended from duty until such evidence is filed with the Levittown Public Library Board President and/or the Clerk of the Board as described previously. Should a trustee in suspension fail to provide evidence of completion within 90 days, they will be assumed to have resigned from the Board.

**Adopted by the Board of Trustees of the
Levittown Public Library on February 1, 2023**

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 February 1, 2023, the Levittown Public Library Board approved a Levittown Public Library Trustee Training policy that requires current and future Levittown Public 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 Levittown Public 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: _____