



SUPPORT FOR TRUSTEE EDUCATION REQUIREMENTS POLICY

PURPOSE

This policy establishes guidelines regarding the relationship between public libraries' requirements under New York State Education Law 260-D and our library system's supporting role in helping trustees fulfill these requirements. The policy outlines how our system supports member libraries in meeting the state mandate that requires trustees to complete a minimum of two hours of trustee education annually.

BACKGROUND

New York State Education Law 260-D, effective January 1, 2023, requires all public library trustees to complete a minimum of two hours of trustee education annually. This education must cover the financial oversight, accountability, fiduciary responsibilities, and the general powers and duties of a library trustee.

The OWWL Library System provides support to our 42 member libraries to ensure all trustees can easily access and complete these educational requirements.

REQUIREMENTS

Education Content

Trustee education must address one or more of the following topics:

1. Financial oversight
2. Accountability
3. Fiduciary responsibilities
4. General powers and duties of library trustees

Note: While trustees are required to complete New York State's Sexual Harassment Prevention Training, this training **does not** fulfill the trustee education requirement under Education Law 260-D.

Education Completion Requirements

1. Each trustee must complete a minimum of two hours of education annually.
2. The education requirement may follow the term year as specified in the library's charter and bylaws.
3. It is recommended that newly elected or appointed trustees begin their education within the first six months of their term.
4. Newly elected or appointed trustees to a partial term may be allowed additional time to complete annual training for the partial first year.

Documentation

1. Trustees must provide documentation of completed education to their board president.
2. Documentation should include:
 - Date of completion
 - Duration of the education activity
 - Provider information
 - Topic(s) covered
 - Certificate of completion (if provided)
3. The library will maintain appropriate records of all trustee education in compliance with their local document retention policies.
4. All libraries should have a local Trustee Education Policy that defines local procedures, terms, and issues related to non-compliance.

AVAILABLE TRAINING RESOURCES

OWWL Trustee Academy

The OWWL Library System provides all trustees of our 42 member libraries with access to the Trustee Academy, a specialized training platform run through Niche Academy. This platform offers on-demand courses that fulfill the requirements of Education Law 260-D.

Trustee Academy Features

1. All trustees of OWWL Library System member libraries are eligible for membership to the Trustee Academy at no cost.
2. The platform includes courses specifically designed to meet the education requirements under Law 260-D.
3. Courses cover essential topics including financial oversight, fiduciary responsibilities, and trustee duties.
4. On-demand format allows trustees to complete training at their own pace and convenience.
5. The academy provides automatic tracking and certificate generation for completed courses.
6. New content is regularly added to address emerging needs and interests.

Accessing the Trustee Academy

1. Trustees can access the Academy through the OWWL Library System website.
2. New trustees will receive information about Academy access once the System receives official notification of their appointment or election.
3. OWWL Library System staff are available to assist trustees with registration and platform navigation.

Other Eligible Education Providers

In addition to the OWWL Trustee Academy, the following organizations and entities are -pre-approved by the New York State Library to provide trustee education that meets the requirements of Education Law 260-D:

1. Public Library Systems in New York State
2. New York State Library/Division of Library Development
3. New York Library Association (NYLA)
4. Public Library Association (PLA)
5. American Library Association (ALA)
6. New York State Association of Library Boards (NYSALB)/Library Trustees Association of New York State (LTA)
7. Empire State Library Network
8. WebJunction
9. United for Libraries (ALA division for trustees)
10. PULISDO (Public Library System Directors Organization of New York State)

Providers Approved by OWWL Library System

The OWWL Library System also has the authority to approve additional providers as it deems appropriate.

1. Office of the State Comptroller (approved December 13, 2023)

Note: Only educational opportunities from these approved providers that cover the topics listed in “Educational Content” above are eligible to satisfy Education Law 260-D requirements.

EDUCATION FORMATS

Trustee education may be completed through various formats, including but not limited to:

1. In-person workshops, seminars, or conferences
2. Live webinars or virtual workshops
3. On-demand webinars or recordings of approved content
4. Self-paced online courses from approved providers
5. Regional trustee institutes or summits

REPORTING

1. Trustees are responsible for tracking their own continuing education hours.
2. Trustees must report completion of their education requirements to their Board President.
3. Each library will answer the associated questions regarding trustee education compliance in the New York State Annual Report.

Adopted: May 14, 2025