



Trustee Education Policy

This policy is for application to all libraries within the Buffalo & Erie County Public Library System.

I. STATEMENT OF POLICY

The Buffalo & Erie County Public Library System (B&ECPL System) recognizes the responsibility of its library trustees to participate in a minimum of two hours of trustee education annually. The B&ECPL shall abide by Title I, Article 5, Part 2, section 260-d of the New York State Education Law. This policy shall serve to establish a written policy and procedures related to trustee education and to demonstrate compliance with Section 260-d and applicable guidance of the New York State Education Department.

II. APPLICABILITY

This policy shall apply to all boards of trustees (library trustees), both public and association libraries, within the B&ECPL System.

III. REQUIREMENTS

A. Training

1. Beginning January 1, 2023, all library trustees shall be required to complete a minimum of two hours of trustee education annually on the financial oversight, accountability, fiduciary responsibilities or the general powers and duties of a library trustee.
2. Trustees may participate in trustee education online or in person.
3. Trustee education may include webinars, lectures, workshops, regional or national library association programs or any other format approved by the New York State Education Department, including those presented by the B&ECPL System.

B. Compliance

1. Each library trustee shall demonstrate compliance with the requirements of this section by filing with the chair/president of their board of trustees evidence of completion of trustee education from an approved provider.
2. Such evidence shall include one of the following:
 - a. a certificate of completion issued by an approved provider; or
 - b. a signed [self-assurance of completion form](#) which shall be made available to library trustees from the B&ECPL System.
3. Each chair/president of the board of trustees shall be responsible for ensuring compliance by all trustees on their board.

4. Failure to comply with the requirements of this section shall be deemed neglect of duty, and the noncompliant trustee may be subject to removal at the discretion of the board and in accordance with the library's bylaws.

Adopted September 15, 2022 per Res. 2022-37.