

Port Jervis Free Library Policy
for
Continuing Education of Library Trustees
Adopted: December 30, 2025

I. Purpose and Scope

This policy establishes procedures and expectations for each member of the Board of Trustees (the “Board”) (each, a “Trustee”) of the Library, to complete and document their compliance with their continuing education obligations.

As noted in the [Handbook for Library Trustees of New York State](#), “trustees must learn and grow during their entire tenure on the board, developing an ever-deepening awareness of the affairs of their own library and an appreciation and understanding of other libraries and library organizations. The public library is a multifaceted organization functioning in a complex world.”

Our goal is to ensure the Library’s compliance with New York State Education Law §260-D.

II. Statutory Requirements

New York State Education Law §260-D requires members of library boards of trustees to complete a minimum of two (2) hours of trustee education annually from a provider approved by the Commissioner of Education that addresses the financial oversight, accountability, fiduciary responsibilities and the general powers and duties of library trustees.

Each Trustee must demonstrate compliance with this policy by filing evidence of compliance with the Board President annually, which includes one of the following:

- certificates of completion issued by one or more approved providers; or
- a signed form of self-assurance of completion (such form is included at the end of this policy). Such assurance shall identify the approved trustee education providers, a description of the format and content of the completed instruction activities, the date and time such Trustee began and completed each instruction activity and an explanation of why a certificate of completion was not available from such approved providers.

Evidence of completion shall be submitted to the Board President on or before **December 31** of each year. Trustees shall submit original copies of completed and accurate certificates with their original signatures and/or certificates of completion issued and authorized by approved providers.

Should a Trustee fail to submit evidence of completion by the above date, the Trustee will be suspended from duty until evidence of completion is filed. Should a Trustee in suspension fail to provide evidence of completion within ninety (90) days from the date due, they will be assumed to have resigned from the Board.

Compliance will be tracked through the Library's Annual Report to the State.

III. Approved Providers and Permitted Formats of Continuing Education

At the state level, trustee education providers and activities (topics and formats) are approved by the New York State Library acting on behalf of the Commissioner of Education. In addition to pre-approving public library systems as trustee education providers, the State Library has delegated authority to public library systems to approve additional trustee education providers and activities (topics and formats) for their member libraries.

Pre-approved providers:

- New York State Library/Division of Library Development
- Public Library Systems
- WebJunction
- New York Library Association (including the Library Trustees Section and other Sections/Roundtables)
- Reference and Research Library Resources Councils
- Empire State Library Network (formerly New York 3Rs Association)
- PULISDO (Public Library System Directors Organization)
- ALA (American Library Association) including United for Libraries and other Divisions

Other providers may be approved by the public library systems. The Library can contact the public library system to request approval of a provider.

Allowable Formats:

Trustee education may be delivered online or in person. The format of this education may include any of the following:

- Lectures
- Workshops
- Webinars
- Online courses or in person
- State or national library association conferences

IV. Costs of Continuing Education

Modest and reasonable costs incurred by a Trustee in complying with the trustee education requirements may be reimbursed by the Library in accordance with the Library's By-Laws and upon pre-approval by the Board.

Trustee Affirmation of Compliance

I have received, read, and agree to abide by the Port Jervis Free Library Policy on Continuing Education for Library Trustees.

Name (Print): _____

Signature: _____

Date: _____

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 (2) 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 original form to the Library Board President for review. 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 (e.g. workshop, webinar, online course): _____

Date of Activity: _____

Hours Completed: _____

Trustee Signature/Date