

**Trustee Education Policy**  
**Livingston Free Library**

**1. Purpose**

- A. This policy is intended to comply with New York State Education Law Section 260-D which requires members of library Board Of Trustees to complete two hours of trustee education annually.
- B. The training must be given by a provider approved by the Commissioner of Education.

**2. Administration**

- A. The training shall address the financial and fiduciary responsibilities, accountability, and general duties of the trustee.
- B. Effective date is January 1, 2023
- C. Each trustee must show compliance by filing evidence with the Board President yearly.
  - 1. Acceptable evidence shall include one of the following:
    - a. A certificate of completion issued by an approved provider.
    - b. A signed self-assurance identifying the provider, a description of the format and content of the training, the date and time of the training and an explanation why a formal certificate was not available..
- D. Failure to provide acceptable proof of training will result in the Trustee being suspended for a period of 90 days, with such suspension ending upon receipt by the President of acceptable proof.
- E. Failure to provide acceptable proof after 90 days shall result in the Trustee as being considered to have resigned from the board.
- F. A record of compliance will be included in the Annual Report to the State.