



Trustee Education Requirement

Beginning January 1, 2023, each member, elected or appointed, of a board of trustees shall be required to complete a minimum of two hours of trustee education annually. (Education Law 260-d added by Chapter 468 of the Laws of 2021).

What does this mean for our Board?

All library boards, regardless of library type, must meet this requirement. Every trustee must complete at least two hours of education annually. Sample policy wording was released by the State Library. You can find it at <https://www.nysl.nysed.gov/libdev/trustees/education.htm>. If you need help with bylaw wording, please contact Sarah or Heidi. Remember, you do not have to change your Annual Meeting or when trustees begin terms.

How do we do this?

Trustee education may be delivered online or in person. Formats may include lectures, workshops, webinars, or online courses. Educational programs held at in-person or virtual regional, state or national library association conferences are also included. This month's newsletter shares some qualifying education opportunities.

Bookmark the New York State Library's
[Trustee Education Requirement webpage](#)
for more information.

Robert's Rules of Order Webinar

This October, over 660 library staff, directors, and trustees from around New York State signed up for "Effective Meetings Using Parliamentary Procedures" with ALA Parliamentarian Adrian Stratton.

This useful and engaging session was recorded and counts towards your Trustee Education Requirement. Watch the [recording here](#).

Open Meetings Law Webinar

In September, the NYS Committee on Open Government held a webinar explaining the videoconferencing update to the existing law. During this session, Kristin O'Neill, Assistant Director, [New York State Committee on Open Government](#) also answered many common questions about a Board's responsibilities in relation to the Open Meetings Law.

You can view the [recording here](#).



Trustee Handbook Book Club

Trustees are encouraged to use the recordings from the 2021-2022 [Trustee Handbook Book Club Series](#) as a continuing education resource.

Hosted by co-authors Jerry Nichols and Rebekkah Smith Aldrich, each episode features a lively and real-world discussion about a different chapter from the [Handbook for Library Trustees of New York State](#).

The 1.5 hour sessions focus on topics like:

- Trustee Roles and Responsibilities
- Effective Board Meetings
- Budgets and Finance
- Planning and Evaluation

Need a print copy of the Trustee Handbook?
Email Heidi heckerson@flls.org



Tracking Your Board's Hours

While NYS and FLLS are not monitoring your hours, it is expected that you keep track of your trustees' education hours.

Trustee Education Hours is currently a question on the Annual Report but won't be tracked until 2024.

Your Board should decide on a process, including who keeps track of board members' hours.

You can find sample tracking forms and more at <https://www.nysl.nysed.gov/libdev/trustees/education.htm>



Education Topics

Boards are tasked with many duties and the accepted education topics reflect that:

- financial oversight,
- accountability, fiduciary responsibilities
- general powers and duties of a library trustee.

Please note that the NYS Sexual Harassment Training does not count towards the requirement.

FLLS Resources

FLLS will keep you in the loop on upcoming trainings from us as well as other approved providers.

Sarah and Heidi can also design and deliver board trainings on topics and issues important to your library. Please contact us for more information.