Massena Public Library

Trustee Education Policy and Procedure

Every Massena Public Library trustee shall be required to complete a minimum of two hours of trustee education annually. Trustee education topics may include financial oversight, accountability, fiduciary responsibilities and the general powers and duties of a library trustee. Trustee education may be delivered online or in person. Formats may include lectures, workshops, webinars, online courses, or educational programs held at in-person or virtual regional, state or national library association conferences.

Every trustee shall keep informed of educational opportunities through the North Country Library System. The President and Director may advise trustees of other appropriate educational programs. Trustees who have difficulty in meeting this education requirement should discuss this with the President or Library Director early in the year in order to meet the deadline.

Each trustee shall file evidence of completion of the education requirements with the Massena Public Library Board of Trustees President. Evidence of completion may include:

- A certificate of completion issued by the approved provider
- A signed self-assurance of completion. The self-assurance must identify the approved provider and include a description of the content and format of each activity. The Self-Assurance of Trustee Education Activity Completion form or equivalent may be used.

The President shall keep a record of trustees' education activities to be used in filing the Annual Report for Public and Association Libraries.

This Policy was adopted by the Board of Trustees on October 13, 2022

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 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 form to the Massena Public Library Board of Trustees President for review and signature. 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: _____ Contact Hours: _____

Trustee Signature _____

Date _____