

OFFICIAL COMPILATION OF CODES, RULES AND REGULATIONS OF THE STATE OF NEW YORK  
TITLE 8. EDUCATION DEPARTMENT  
CHAPTER II. REGULATIONS OF THE COMMISSIONER  
SUBCHAPTER D. LIBRARIES  
PART 90. PUBLIC AND FREE ASSOCIATION LIBRARIES

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**(PROPOSED) 90.20 Trustee education requirements for library trustees in registered public, free association and Indian libraries**

- a. **Library trustee education.** Every trustee of the boards of trustees of a public, free association or Indian libraries elected or appointed, shall complete a minimum of three hours of trustee education annually. Such education requirements should begin during the first full year of a trustee term.
1. Trustee education will incorporate the powers, functions and duties of library boards and the financial oversight, accountability and fiduciary responsibilities of a library trustee and the laws which govern libraries.
  2. The curriculum used for educating on the powers, functions and duties of library boards of trustees shall be approved by the commissioner in consultation with the state librarian. The curriculum used for educating on financial oversight, accountability and fiduciary responsibilities shall be approved by the commissioner in consultation with the comptroller and the state librarian. This curriculum may be offered together as a single course or separately. Trustee education may relate to the *Helping All Trustees Succeed* curriculum developed by public library systems of New York State and endorsed by the New York State Library, Library Trustees Association of New York State and New York Library Association.
  3. Education shall be offered by public library systems chartered of New York State or organizations approved by the commissioner in consultation with the state librarian. Potential organizations shall seek such approval by demonstrating to the commissioner an understanding of the library environment, an understanding of the roles and responsibilities of trustees and library boards and the experience of the provider in delivering such training.

4. Each trustee shall demonstrate compliance with these requirements by annually filing with the library board president a certificate of completion of such course or courses issued by the organization providing education.
5. The boards of trustees of a public, free association or Indian libraries shall certify all trustees have collectively completed the required training through the annual report to the department. The boards of trustees must request a variance until such time all trustees have met these requirements. If any library trustee of the board fails to comply, within the prescribed time period for two consecutive years, his or her office will be deemed vacant.
6. Actual reasonable expenses incurred by a trustee of the board of trustees in complying with the above-mentioned requirements shall be a charged against the library.

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