

Continuing Education

The Board of Trustees affirms its belief in the value of trustee education as a method of enhancing an individual trustee's ability to effectively formulate policy and govern Library affairs. Attendance at meetings, conventions, seminars and workshops provide educational opportunities by enabling trustees to meet with other public library trustees and personnel, be exposed to ideas and to identify trends, thereby increasing an individual trustee's value as a board member. In accordance with NYS Education Law §260-d, all trustees must complete a minimum of two hours of annual training from approved providers, though the Board encourages exceeding this standard and will vet all sessions to ensure full compliance with state requirements. Financial support for attendance by a trustee at any specific event must be approved in advance of the event by the Board of Trustees. Receipts must be submitted for all travel and expense reimbursements.

Staff are encouraged to take advantage of continuing education opportunities made available by the Finger Lakes Library System, the state of New York or other library organizations. The Library Director is expected to obtain necessary in-service education to maintain his or her public librarians' professional certificate. The director and/or staff members may attend educational classes, workshops, and seminars during the Library's regular hours of operation, provided staffing coverage is maintained. The Library shall not be closed solely for the purpose of the continuing education. Staff will be compensated for their time at training according to their status as either hourly or salaried staff.

Any expenses in excess of \$200 must be approved in advance by the board president. Reimbursement will only be made following the submission of appropriate receipts.

History:

Approved by the Board of Trustees July 20, 2015

Reviewed and readopted by the Board of Trustees on April 19, 2021

Reviewed, updated, and readopted by the Board of Trustees on March 16, 2026