

**BRIGHTON MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING**
Held as a Zoom Conference Call

**APPROVED MINUTES
February 21, 2022**

PRESENT

Harriet Seigel
Joan Swanekamp
Michael Burger
Surendar Jeyadev
Kristen Totleben

Jason DiPonzio
Hinda Miller
Jennifer Ries-Taggart

Ms. Seigel, President of the Board, called the meeting to order.

I. MATTERS OF THE PRESIDENT

Ms. Seigel and Mr. Jeyadev informed the Board of the requirements of the New York State Legislature's pending legislation regarding continuing education for public library trustees. If passed, starting January 1, 2023, the legislation will require trustees of public libraries to complete a minimum of two hours of trustee education from an approved provider annually. If a trustee does not complete the required training for two consecutive years, their office shall be deemed vacant. If a library's board of trustees does not comply with this requirement, that failure may result in the library losing its registration. [See attached NYS Senate Bill S7285 and a summary thereof.]

Ms. Seigel thanked Mr. Jeyadev for his research into the specifics of the proposed legislation. She recommended that Trustees join the Trustee Handbook Book Club meetings, as discussed in January.

Having no further Matters of the President, Ms. Seigel moved to the Approval of Minutes.

II. APPROVAL OF MINUTES

The Minutes of January 17, 2022, were distributed for review and approval. Ms. Swanekamp MOVED and Mr. Burger SECONDED THE MOTION to approve the Minutes of January 17, 2022. THE MOTION WAS CARRIED UNANIMOUSLY.

III. ACTION ITEMS

The Recommendation to Accept Restricted Patron Donation was submitted for approval. Mr. Burger MOVED and Ms. Swanekamp SECONDED THE MOTION to approve the

Recommendation to Accept Restricted Patron Donation. THE MOTION WAS CARRIED UNANIMOUSLY.

The Recommendation to Transfer Bullet Aid Funds from BML Deferred Revenue Account to 2022 Operating Budget was submitted for approval. Ms. Swanekamp MOVED and Mr. Burger SECONDED THE MOTION to approve the Recommendation to Transfer Bullet Aid Funds from BML Deferred Revenue Account to 2022 Operating Budget. THE MOTION WAS CARRIED UNANIMOUSLY.

The Recommendation to Accept Restricted FFRPL Grant was submitted for approval. Mr. Burger MOVED and Ms. Totleben SECONDED THE MOTION to approve the Recommendation to Accept Restricted FFRPL Grant. THE MOTION WAS CARRIED UNANIMOUSLY.

There being no additional Action Items, Ms. Seigel moved to the Approval of Bills.

IV. APPROVAL OF BILLS

The List of Bills for February 2022 was submitted for approval in the amount of \$14,374.72. Ms. Swanekamp MOVED and Mr. Jeyadev SECONDED THE MOTION to approve the List of Bills for February 2022. THE MOTION WAS CARRIED UNANIMOUSLY.

The List of Gift Fund Bills for February 2022 was submitted for approval in the amount of \$255.20. Ms. Swanekamp MOVED and Mr. Jeyadev SECONDED THE MOTION to approve the List of Gift Fund Bills for February 2022. THE MOTION WAS CARRIED UNANIMOUSLY.

V. OTHER BUSINESS

On behalf of the Board, Ms. Seigel expressed her appreciation to the Library staff for all their creativity in programming and offerings to the public.

There being no further business, Ms. Totleben MOVED and Ms. Swanekamp SECONDED THE MOTION to adjourn the meeting. Ms. Seigel adjourned the meeting.

Respectfully submitted,
Kathy Whitbeck

DATES TO REMEMBER:

March Board Meeting

March 21, 2022, at 4:30 PM
Zoom meeting, unless otherwise determined

STATE OF NEW YORK

7285

IN SENATE

January 15, 2020

Introduced by Sen. MAY -- read twice and ordered printed, and when printed to be committed to the Committee on Education

AN ACT to amend the education law, in relation to requiring members of a board of trustees of public, free association and Indian libraries to complete two hours of continuing education per year

The People of the State of New York, represented in Senate and Assembly, do enact as follows:

1 Section 1. The education law is amended by adding a new section 260-d
2 to read as follows:

3 § 260-d. Board of trustees continuing education. 1. For the purposes
4 of this section, the following terms shall have the following meanings:

5 a. "Trustee education" shall mean the instruction, in-person and/or
6 online, for members of a board of trustees of a registered public, free
7 association or Indian library that addresses the powers, functions and
8 duties of library boards, the financial oversight, accountability and
9 fiduciary responsibilities of library boards, and the laws, rules and
10 regulations that govern public, free association and Indian libraries.

11 b. "Annual basis" shall mean within the twelve-month period of a
12 member's full term of office, in accordance with the provisions of the
13 library's enabling legislation, incorporation and board-approved bylaws.

14 c. "Approved provider" shall mean an institution or organization
15 designated as eligible to provide trustee education in accordance with
16 the requirements of this section. Such approved providers shall include:

- 17 (1) a public library system;
18 (2) a state or national library association;
19 (3) a state or national association of library trustees;
20 (4) the department; and
21 (5) any other institution or organization approved by the department
22 or by the public library system of which the library is a member.

23 2. a. Beginning January first, two thousand twenty-one, each member,
24 elected or appointed, of a board of trustees of a registered public,
25 free association or Indian library shall be required to complete a mini-
26 imum of two hours of trustee education on an annual basis from an
27 approved provider.

EXPLANATION--Matter in *italics* (underscored) is new; matter in brackets
[-] is old law to be omitted.

LBD14593-02-0

1 b. Such trustee education shall consist of instruction and/or activ-
2 ities in the following subjects:

3 (1) board development;

4 (2) budget development and/or finances;

5 (3) financial oversight;

6 (4) human resources and personnel;

7 (5) library board organization and meetings;

8 (6) library policies;

9 (7) state laws, rules and regulations that affect libraries;

10 (8) public relations and advocacy;

11 (9) strategic plan and related topics; and

12 (10) any other subject areas deemed relevant to the governance of a
13 library.

14 c. Such trustee education shall be delivered by an approved provider
15 in an approved format, including:

16 (1) in-person lectures, workshops, courses, seminars or institutes;

17 (2) live or self-paced online lectures, workshops, courses, seminars
18 or institutes;

19 (3) regional, state or national library association conference
20 programs;

21 (4) state or national library trustee association conference programs;
22 and

23 (5) any other format or combination of formats, as approved by the
24 department or by the public library system of which the library is a
25 member.

26 3. a. Each member shall demonstrate compliance with the requirements
27 of this section by filing with the president of the board of trustees
28 evidence of the completion of at least two hours of trustee education
29 from an approved provider. Such evidence shall include one of the
30 following:

31 (1) certificates of completion issued by one or more approved provid-
32 ers; or

33 (2) a signed self-assurance of completion. Such assurance shall iden-
34 tify the approved trustee education providers, a description of the
35 format and content of the completed instruction activities, the date and
36 time such member began and completed each instruction activity and an
37 explanation of why a certificate of completion was not available from
38 such approved providers.

39 b. The president of the board of trustees shall certify to the depart-
40 ment on an annual basis that each member of the board has completed the
41 required annual hours of trustee education pursuant to this section.
42 Such certification shall be submitted to the department on the report
43 required by section two hundred fifteen of this article.

44 4. a. The office of any member of a board of trustees who fails to
45 demonstrate compliance with the trustee education requirements estab-
46 lished by this section for two consecutive years shall automatically be
47 deemed vacant. Any member whose office has been deemed vacant due to
48 failure to demonstrate compliance with the requirements of this section
49 shall only be eligible (1) for reappointment to such office after the
50 expiration of such member's vacated term, or (2) to run for such office
51 again at the next election.

52 b. Failure of the board of trustees of any registered public, free
53 association or Indian library to demonstrate compliance with the
54 requirements of this section shall be deemed a valid reason for the
55 rescinding or suspension of such library's registration.

1 5. If circumstances over which any public, free association or Indian
2 library has no control prevent the board of trustees from meeting the
3 requirements of this section, such board may apply for a variance. The
4 application for such variance shall be submitted to the department by
5 the public library system of which such board is a member and in a time-
6 ly manner as prescribed by the commissioner. No variance granted pursu-
7 ant to this subdivision shall be deemed to relieve a public, free asso-
8 ciation or Indian library of any other obligation imposed by any other
9 provisions of federal or state law.
10 § 2. This act shall take effect immediately.

New York State Senate Bill S7285

Continuing Education Requirement for NYS Public, Free Association and Indian Library Trustees

The full text of the bill can be downloaded from <https://www.nysenate.gov/legislation/bills/2019/s7285>

As per this website, the bill is still working its way through the NYS Senate. If enacted the continuing education of library trustees that the bill mandates, will become law on 1 January 2023. An annual, two hour education is proposed in the bill.

Summary

1. NYS Senate Bill S7285 was introduced during the 2019-2020 session.
2. The bill aims to amend the education law to require that "... members of a board of trustees of public, free association and Indian libraries to complete two hours of continuing education per year".
3. "Education" is defined to be "... the instruction in-person and/or online".
4. The said education should address "...
 - the powers, functions and duties of library boards
 - the financial oversight, accountability and fiduciary responsibilities of library boards
 - the laws, rules and regulations that govern public, free association and Indian libraries".
5. The "Annual Basis" requirement means that the education must be completed "... within the twelve-month period of a member's full term of office ...".
6. The education must be provided by an "approved provider". Examples of such providers are
 - A public library system
 - A state or national library association
 - A state or national association of library trustees
 - The department
 - Any other institution or organization approved by the department or by the public library system of which the library is a member
7. The starting date is stated as 1 January 2023, but note that the bill does seem to have passed as per the website. The bill specifically states "Beginning January first, two thousand twenty-one, each member, elected or appointed, of a board of trustees of a registered public, free association or Indian library shall be required to complete a minimum of two hours of trustee education on an annual basis from an approved provider".
8. Proposed areas of education are
 - Board development
 - Budget development and/or finances
 - Financial oversight
 - Human resources and personnel

- Library board organization and meetings
 - Library policies
 - State laws, rules and regulations that affect libraries
 - Public relations and advocacy
 - Strategic plan and related topics
 - Other subject areas deemed relevant to the governance of a library.
9. The education may be provided by
- In-person lectures, workshops, courses, seminars or institutes
 - Live or self-paced online lectures, workshops, courses, seminars or institutes
 - Regional, state or national library association conference programs
 - State or national library trustee association conference programs
 - Any other format or combination of formats, as approved by the department or by the public library system of which the library is a member.
10. Compliance: Each member should file with the president of the board of trustees evidence of having completed the two hour education. Examples of such proof include
- Certificates of completion issued by one or more approved providers
 - A signed self-assurance of completion.

The president of the board will be required to "... certify to the department on an annual basis that each member of the board has completed the required annual hours of trustee education.

The office of any member of the board who fails to comply for two consecutive years will be "automatically" be declared vacant. Such members will only be eligible 1) for reappointment after the expiration of the member's vacated term or 2) to run for such office at the next election.

"Failure of the board of trustees to demonstrate compliance with the requirements ... shall be deemed a valid reason for the rescinding or suspension of such library's registration".

11. There is the possibility of applying for "variance", if a board of trustees feels that it has no control over the circumstances that prevent it from meeting the requirements of S7285.