

Board of Trustees and Library Employee Ethics Policy

KDLA provides this example policy to assist a library in developing and adopting their own policy. The example policy should be modified to meet the needs of your library and community and should be reviewed by the library's attorney prior to adoption.

The _____ County Public Library depends on the trust of the community to successfully achieve its mission. Therefore, it is crucial that all Board members and employees conduct business on behalf of the Library with the highest level of integrity and avoid the appearance of any impropriety.

This ethics policy shall be subservient to the _____ County ethics policy, in that it may be stronger or more stringent than that of the County, but it may not be weaker.

Guiding Principles:

- Board members and employees shall uphold the integrity of the Library and shall perform their duties impartially and diligently.
- Board members and employees shall not engage in discrimination of any kind, including that based on: race, gender, gender identity, age, country of origin, class, ethnicity, religion, sexual orientation, or belief system.
- Board members and employees shall protect and uphold library patrons' right to privacy in their use of the Library's resources.
- Board members shall immediately disclose to the Board any conflict of interest they may have with regard to any official action or business before the Board. Board Members shall abstain from any involvement in or decision-making on said issue if they do have such a conflict of interest.
- Board members and employees shall avoid situations in which there is a reasonable probability that their personal interests may appear to be in conflict with the best interests of the Library.
- Board members shall abstain from any official action in which their personal interest could reasonably be perceived as compromising their ability to act in a fair, impartial and objective manner.
- Board members and employees shall not act in any way that may reasonably create an impression that they are engaged in conduct that violates their responsibilities as Board members or employees.
- Board members and employees shall not use or attempt to use their position with the Library to obtain personal privileges or advantages for themselves, their friends, or their families.
- Board members and employees shall not be swayed by partisan interests, public pressure, or fear of criticism when carrying out their official duties.
- Board members and employees shall strive to uphold the integrity of the Library and be respectful to their fellow Board members and Library employees in public settings.

Therefore:

To preserve and uphold _____ County Public Library’s reputation as an organization of unimpeachable integrity, each Board member and employee will sign a statement acknowledging receipt and understanding of the “Conflict of Interest” and “Ethics” policies at the commencement of his/her service and at the beginning of each calendar year during his/her tenure with the _____ County Public Library.

Compliance:

If any Board member or the Director appears to be in conflict of the “Guiding Principles” above, he or she will be asked to meet with the Board as a whole to discuss the issue. The Board will make a recommendation to the Board member or Director as to how he or she may rectify the conflict. Failure to rectify the conflict to the satisfaction of the Board or law may result in a Board recommendation for the removal of the offending Board member or termination of the Director. Employees who are or appear to be in conflict with the “Guiding Principles” will be asked to meet with the Director who will make a determination as to discipline or termination based on his or her findings.

Acknowledgement:

The following statement will be completed and signed annually by each Board member. This requirement does not absolve any Board members of their independent obligation to disclose any conflict of interest as it arises on an ongoing basis. Completed forms shall be reviewed by the Library’s attorney and retained as a part of the Library’s financial records:

I, _____, acknowledge my review of the Library’s Ethics Policy. As a part of my commitment to the transparent administration of the Library’s business and finances, I affirm as follows:

I have no affiliations to business, political, or other interests which would influence the decisions that I make in regards to the Library’s business and finance.

I disclose the following affiliations that may influence my decisions or that shall be a consideration when actions are made by the Board:

Signed: _____ Date: _____

Adopted by the _____ County Public Library Board of Trustees this _____ day of _____, 20____.

[Reviewed 1/25/2021]