

## **Library Board Code of Ethics and Conflict of Interest**

The Gibson Memorial Library Board of Trustees strives to maintain the highest moral standards in the administration of the Library. All Board of Trustees do affirm they shall:

- Observe ethical standards with absolute truth, integrity and honor;
- Avoid situations in which personal interests might be served or financial benefits gained at the expense of the library or its users;
- Excuses one's self immediately whenever there is the appearance of a conflict of interest;
- Ensure their personal philosophies or interest do not interfere with their administration of the board or their support of its decisions;
- Respect the confidential nature of library business while being aware of the applicable laws governing freedom of information;
- Support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals;
- Accept and perform all the duties and functions of the position of Trustee;
- Listen and respect the opinions of other Board Members;
- Recognize that authority lies within legal meetings of the board and not with its individual members;
- Keep the Board informed of relevant information that would be of interest to all of its members;
- Read the distributed materials before the meetings and come to all meetings prepared to discuss the issues;
- Participate actively in meetings and actions and inform the Library Director when unable to attend;
- Attempt to interpret and anticipate the needs of the users of the Library;
- Refer concerns to the proper level on the chain of command within the Library;
- Recognize that the Board's responsibility is to ensure the Library is well managed, never undermining the authority of the Director in that management;
- Represent all users and potential users of the library fairly and equally;
- Ensure that the Library and its facilities are well maintained, financially secure, growing and always operating in the best interest of its users;
- Advocate for the library, both within the community and within other organizations;
- Use the Library and become familiar with its staff and operations;
- Support Intellectual Freedom - the right of every individual to both seek and receive information from all points of view without restriction;
- Take advantage of opportunities for continuing development as a board member;
- Trustees shall comply with all the laws, rules and regulations that apply to them and their library;
- Trustees, in fulfilling their responsibilities, shall not be swayed by partisan interests, public pressure or fear of criticism.
- Trustees shall not engage in discrimination of any kind and shall uphold library patrons' rights to privacy in the use of library resources;
- Trustees shall not use their position to gain unwarranted privileges or advantages for themselves or others from the library or from those who do business with the library.

## Acknowledgement

The following statement will be completed and signed by each Board Member. They are retained as part of the Library's financial records:

I, \_\_\_\_\_, acknowledge my review of the Library Board's Code of Ethics and Conflict of Interest policy. As a part of my commitment to the transparent administration of the Library's business and finances,

- I have no affiliations to business, political, or other interests which would influence the decisions that I make in regard to the Library's business and finance.
- I disclose the following affiliations that may influence my decisions or that should be a consideration when actions are made by the board:

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_