

## **Board of Trustees and Library Employee Ethics Policy**

The Paul Sawyer 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.

### **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, 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, and abstain from any discussion of or decision-making on said issue.
- 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 shall not use Library resources, or allow Library resources to be used, for their own personal use or benefit.
- 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.
- In the performance of their duties as trustees, Board members shall act in the best interest of the library, its patrons and staff without regard to partisan interests or unfounded criticism.
- 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 the Paul Sawyer 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 beginning of each calendar year (and at the commencement of his/her service) during his or her tenure with the Paul Sawyer Public Library.

### **Compliance:**

Knowing violation of the Board of Trustees and Employees Ethics Policy by a board member or director shall be reviewed by the remaining members of the board. The subject board member or director shall be afforded an opportunity to address the board with respect to the issue. Upon determination by the board that a violation has occurred the board may take such action as provided by law. Employees who violate the Board of Trustees and Employees Ethics Policy will meet with the Director who will make a determination as to discipline or termination based on his or her findings.

**Acknowledgement:**

The following statement must be completed and signed annually by each employee and Board member. This requirement does not absolve any employees or 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 should be a consideration when actions are made by the Board:

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

Adopted by the Paul Sawyier Public Library Board of Trustees this 11<sup>th</sup> day of September, 2012.