

2.4 Board of Trustees Ethics Policy

Pella Public Library

Adopted 12/14/10; Revised 12/11/18.

The Pella Public Library is dependent on the trust of its community to successfully achieve its mission. Therefore, it is crucial that all Board members conduct business on behalf of the Pella Public Library with the highest level of integrity avoiding any impropriety or the appearance of impropriety.

Guiding Principles:

- Board members should uphold the integrity of the Pella Public Library and should perform their duties impartially and diligently.
- Board members should not engage in discrimination of any kind including that based on age, race, class, ethnicity, religion, sex, sexual orientation, or belief system.
- Board members should protect and uphold library patrons' right to privacy in their use of the library's resources.
- Board members should avoid situations in which their personal interests, activities or financial affairs are, or are likely to be perceived as being in conflict with the best interests of the Pella Public Library.
- Board members should avoid having interests that may reasonably bring into question their position in a fair, impartial and objective manner.
- Board members should not knowingly act in any way that would reasonably be expected to create an impression among the public that they are engaged in conduct that violates their trust as Board members.
- Board members should not use or attempt to use their position with the Pella Public Library to obtain unwarranted privileges or advantages for themselves or others.
- Board members should not be swayed by partisan interests, public pressure, or fear of criticism.
- Board members should not denigrate the organization or fellow Board members in any public arena.

Therefore:

To preserve and uphold the Pella Public Library's reputation as an organization of unimpeachable integrity, each Board member will sign a "Conflict of Interest" statement and an "Ethics Statement" annually and at the commencement of his/her service with the Pella Public Library.

Compliance:

If any Board member appears to be in conflict of the "Guiding Principles" above, he or she will be asked to meet with the Board President to discuss the issue. The President will make a recommendation to the full Board based on his or her findings.

**PELLA PUBLIC LIBRARY BOARD OF TRUSTEES
CONFLICT OF INTEREST STATEMENT**

No Board member or committee member of the Pella Public Library Board of Trustees shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation on the Board.

Each individual shall disclose to the Board any personal interest which he or she may have in any matter pending before the Board and shall refrain from participation in any decision on such matter.

Members of Pella Public Library Board shall refrain from obtaining any list of library patrons that results in personal benefit.

Statement of Associations

This is to certify that I, except as described on the reverse of this sheet, am not now nor at any time during the past year have been:

A participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party doing business with Pella Public Library that has resulted or could result in personal benefit to me.

Any exceptions to the above are stated on the reverse of this sheet with a full description of the transactions, whether direct or indirect, which I have (or have had during the past year) with persons or organizations having transactions with Pella Public Library.

Signature: _____ Date: _____

Printed name: _____

PELLA PUBLIC LIBRARY BOARD OF TRUSTEES

ETHICS STATEMENT

Public library Trustees are accountable for the resources of the library as well as to see that the library provides the best possible service to its community.

Every Trustee makes a personal commitment to contribute the time and energy to faithfully carry out his/her duties and responsibilities effectively and with absolute truth, honor, and integrity.

Trustees shall respect the opinions of their colleagues and not be critical or disrespectful when they disagree or oppose a viewpoint different than their own.

Trustees shall comply with all the laws, rules, and regulations that apply to them and to 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 must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the library, acknowledging and supporting the formal position of the Board even if they disagree.

Trustees must respect the confidential nature of library business and not disclose such information to anyone. Trustees must also be aware of and in compliance with Freedom of Information laws.

Trustees must avoid situations in which personal interests might be served or financial benefits gained as a result of their position or access to privileged library information, for either themselves or others.

A trustee shall immediately disqualify himself or herself whenever the appearance of a conflict of interest exists.

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.

Trustees shall not interfere with the management responsibilities of the director or the supervision of library staff.

Trustees shall support the efforts of librarians in resisting censorship of library materials by groups or individuals.

Signature: _____ Date: _____

Printed name: _____