

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:

Signed: _____ Date: _____