

<b>No: GO2</b>	<b>Title: Code of Ethics</b>
<b>Type:</b> Board Governance	<b>Authority:</b> Library Board
<b>Originated:</b> 12-12-12	<b>Review:</b> Annually
<b>Amended:</b>	<b>Previously:</b>
<b>Related Policies</b>	•
<b>Associated Documents</b>	•
<b>Implementation Procedures</b>	•

The primary goal of a public Library Trustee is to ensure that the public has access to the highest quality of Library services possible. To this end, Schreiber Public Library Trustees should observe ethical standards with truth, integrity, and honour.

### **1. Loyalty and Unity**

- 1.1. Act in the interests of the Library members and the community it serves, over and above other interest group involvement, membership on other Boards, or personal interests;
- 1.2. Express individual viewpoints but work harmoniously with the Library Board towards consensus as much as possible;
- 1.3. Speak with one (1) voice once a decision is reached and a resolution is passed by the Board;
- 1.4. Respect Board authority since individuals may not act on behalf of the Board unless specifically designated by the Board. This includes interaction with the public or the media;
- 1.5. Refrain from individually directing the Chief Executive Officer (CEO) or Library staff.

#### **Additional Code of Conduct for the Library Board Chairperson:**

- 1.6. Assumes no authority to make decisions outside Library Board-approved mandate;
- 1.7. Assumes no authority to speak for the Library Board on issues not yet decided.

### **2. Financial Accountability**

- 2.1. Avoid situations where personal advantages or financial benefits may be gained, and do not use "inside information" in personal or private business;
- 2.2. Avoid using position to obtain employment for self, family, or friends;
- 2.3. Withdraw from the Board if seeking employment with the Library.

### **3. Professional Accountability**

- 3.1. Respect the Agenda and abide by Board decisions on rules of order;
- 3.2. Attend regularly and inform appropriate persons about expected absences before Board meetings. Deal promptly as a Board with lack of interest, poor attendance, or disregard of Policy on the part of any individual Board Member;

- 3.3. Be prepared for all Board and committee meetings and use meeting time productively;
- 3.4. Consider short- and long-term effects of decisions.

**Additional Code of Conduct for the Library Board Chairperson:**

- 3.5. Ensures all issues that belong to Board Governance are brought to the Library Board for consideration, and all relevant materials are available;
- 3.6. Keeps deliberation fair, open, thorough, but also efficient, timely, orderly, and to the point.

**4. Personal Accountability**

- 4.1. Treat others in a courteous, dignified, and fair manner;
- 4.2. Encourage and respect diversity of viewpoints and skills;
- 4.3. Take responsibility for personal professional development through continuing educational opportunities and participation in regional, provincial, and national Library organizations;
- 4.4. Support Intellectual Freedom in the selection of Library materials.