

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

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

### **Guiding Principles:**

#### **Board members and employees will**

- support and promote Phillips Free Library’s vision and mission
- act according to the highest ethical and professional standards of conduct;
- ensure compliance with applicable laws, policies, procedures, and workplace rules of the Phillips Free Library;
- follow sound financial practices, including accurate financial reporting, processes to protect assets, and responsible fiscal management and internal controls;
- refrain from engaging in activities that conflict with their fiduciary, ethical, and legal obligations of Phillips Free Library;
- communicate ethical standards of conduct through instruction and example.
- not engage in discrimination of any kind including that based on race, class, ethnicity, religion, sex, sexual orientation, or belief system.
- protect and uphold library patrons’ right to privacy in their use of the library’s resources.
- not be swayed by partisan interests, public pressure, or fear of criticism.
- not denigrate the organization or fellow Board members or employees in any public arena.

### **Therefore:**

To preserve and uphold Phillips Free Library’s reputation as an organization of unimpeachable integrity, each Board member and employee will sign a “Conflict of Interest” statement and an “Ethics Statement” at the beginning of each calendar year (and at the commencement of his/her service) during their tenure with Phillips Free Library.

### **Compliance:**

If any Board member or the executive director appears to be in conflict of the “Guiding Principles” above, he or she will be asked to meet with the executive committee to discuss the issue. The executive committee will make a recommendation to the full

Board based on their findings. The full board will discuss and determine the appropriate action to take. Employees who are or appear to be in conflict with the “Guiding Principles” will be asked to meet with the executive director who will report to the Board Personnel Committee. Together the committee and director will make a determination as to discipline or termination.

Approved by Board of Trustees June 21, 2021.

## Board of Trustees Ethics Statement

- I will support and promote Phillips Free Library's vision and mission.
- I will comply with all national, state and local laws, rules and regulations regarding public libraries, and follow only legal, professional and ethical procedures to bring about desired changes.
- I will make decisions in terms of educational and informational needs of all citizens, and reach conclusions with full and deliberate consideration of Phillips Free Library's Vision and Mission Statement and only after full public debate with my fellow board members in a public meeting.
- I will join with my fellow members on the board, the library director and library staff, and the community in the continuing study of the nature, value, and direction of public libraries in our society in order to facilitate needed changes and growth patterns.
- I will work unremittingly to help the people of my community understand the importance of public education and the need to support it.
- I will accept the responsibility to work with the library director and elected officials to ensure adequate funding for growing public libraries and to maintain optimum library standards.
- I will recognize that my responsibilities are limited to policy-making decisions, planning, budgeting and evaluations.
- I will participate in official board discussions and decisions, and recognize that authority rests with the whole board assembled in public meetings and will make no personal promises nor take any private action which may compromise the board.
- I will not endorse censors, or represent the interests of individuals, organizations or political views which are in conflict with the role of the library to serve the entire public.
- I will refer all complaints to the library director, and will act on such complaints at public meetings only after failure of an administrative solution.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Phillips Free Library's Staff Member Ethics Statement

- I will support and promote Phillips Free Library's vision and mission.
- I will comply with all national, state and local laws, rules and regulations regarding public libraries, and follow only legal, professional and ethical procedures to bring about desired changes.
- I will make decisions in terms of customer service, program planning, and collection development, and the educational and informational needs of all citizens, with full and deliberate consideration of Phillips Free Library's Vision and Mission Statement.
- I will join with my fellow members on the board, the staff, and the community in the continuing study of the nature, value, and direction of public libraries in our society in order to facilitate needed changes and growth patterns.
- I will work unremittingly to help the people of my community understand the importance of public education and the need to support it.
- I will not endorse censors, or represent the interests of individuals, organizations or political views which are in conflict with the role of the library to serve the entire public.
- I will refer all complaints from patrons that I cannot resolve independently to the library director.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_