

# **LIBRARY BOARD**

## **LB 100 CODE OF ETHICS**

**Originating Document – BM-06-06/05**

**Effective Date – June 15, 2005**

**Last Modified –**

### **Principle:**

The County of Prince Edward Public Library Board will, in every manner, demonstrate the highest possible standards of board conduct. Members shall speak with “one voice” and present as a loyal, unified body; each member will avoid any perceived areas of professional or financial accountability. Members will always be personally accountable and treat other members in a respectful and courteous manner. In this way, decisions reached will have only the best interests of the Library in mind.

The primary goal of a public library trustee is to ensure that the public has access to the highest quality of library service possible. To this end, library trustees should observe ethical standards with truth, integrity and honour.

### **Definitions:**

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

- ✓ Act in the interests of the Library members and the community it services, over and above other interest group involvement, membership on other boards or personal interests
- ✓ Express individual view points but work harmoniously with the Board toward consensus as much as possible
- ✓ Speak with “one voice” once a decision is reached and a resolution is passed by the Board.

- ✓ 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.
- ✓ Refrain from individually directing the CEO or the staff.
- ✓ Assumes no authority to make decisions outside Board directed mandate.
- ✓ Assumes no authority to speak for Board on issues not yet decided.

## **2. Financial Accountability**

- ✓ Avoid situations where personal advantage or financial benefits may be gained and do not use “inside information” in personal or private matters.
- ✓ Avoid using position to obtain employment for self, family, or friends.
- ✓ Withdraw from Board if seeking employment within the Library.

## **3. Professional Accountability**

- ✓ Respect the agenda and abide by Board decisions on rules of order.
- ✓ Attend regularly and inform appropriate persons about expected absence before meetings. Deal promptly as a Board with lack of interest, poor attendance, disregard of policy on the part of any individual member.
- ✓ Be prepared for all Board and committee meetings and use meeting time productively.
- ✓ Consider short and long term effects of decisions.
- ✓ Ensures all issues that belong to Board governance are brought to the Board for consideration and all relevant material is available.
- ✓ Keeps deliberation fair, open, thorough, but also efficient, timely, orderly, and to the point.

## **4. Personal Accountability**

- ✓ Treat others in a courteous, dignified and fair manner.
- ✓ Encourage and respect diversity of viewpoints and skills.
- ✓ Take responsibility for personal and professional development through continuing educational opportunities and participation in regional, provincial, and national library organizations.
- ✓ Support intellectual freedom in the selection of library materials.

## **5. Procedure: Statement of Relevancy and Accuracy of Policies**

- ✓ In order to ensure that the policies and procedures of the County of Prince Edward Public Library Board remain up to date and relevant to the activities of the Library, the Board shall review the policies every two years. Updates to the manual should come from the suggestions of the Board, as well as consultation with staff members who are able to comment on the accuracy and relevancy of the policies.