Warren-Newport Public Library District
Lake County, Illinois
Board of Trustees

Policy 1010 Trustee Code of Ethics and Behavior

The Board of Trustees of the Warren-Newport Public Library District (WNPLD) is accountable for providing quality resources and services to WNPLD residents. Each Trustee must make a personal commitment to faithfully and effectively carry out their duties in the most ethical way. In doing so, we hope to earn the trust of our community by helping WNPLD successfully achieve its mission.

ARTICLE 1. STANDARDS

WNPLD adopts and adheres to the American Library Association Ethics Statement for Public Library Trustees (Exhibit A).

Laws, rules, and regulations that apply to WNPLD include Illinois Public Library District statutes, Open Meetings Act, Freedom of Information Act, and WNPLD Bylaws and policies.

ARTICLE 2. TRUSTEE CONDUCT

In addition to the committing to the behaviors and values of the American Library Association Ethics Statement for Public Libraries, the WNPLD Board of Trustees also commits to the following behaviors:

- Trustees shall serve without compensation.

- Trustees take interest in WNPLD and in the needs and preferences of the community it serves. They also have a broader interest in libraries and trends in library service.
- Trustees understand that all powers are vested in the Board, and none are invested in the individual Trustee unless authorized by the Board.
- Trustees shall focus their efforts on WNPLD's mission rather than on personal goals.
- Trustees shall approach all issues before the Board with an open mind, prepared to make the best decisions for the good of all WNPLD stakeholders.
- Trustees shall prepare for and attend all meetings.
- Trustees shall each carry a full share of responsibility, both in work and decision-making.
- Trustees shall participate in development activities.
- Trustees shall engage in healthy debate without contention, seeking compromise and consensus.
- Trustees shall not undermine Board decisions that differ from their personal preference.
- Trustees shall conduct all WNPLD business in compliance with applicable laws and WNPLD policies.
- Trustees shall treat WNPLD employees, volunteers, and one another with civility.
- Trustees shall not publicly criticize WNPLD, its employees, or fellow Board members.
- Trustees shall listen politely during Public Comment and Public Forum.
- Trustees wishing to meet with the Executive Director shall show the courtesy of arranging the meeting in advance.
- Trustees shall not request time or materials from any WNPLD employee or volunteer without the express permission of the Board and/or the Executive Director or their designee.
- Trustees shall refer requests for information or complaints from the public to the Executive Director.
- Trustees shall return all WNPLD property within 48 hours of leaving the Board.

Adopted: March 20, 2007

Reviewed/Revised: December 19, 2011; July 21, 2015; May 17, 2016*; January 15, 2019; April 20, 2021, February 20, 2024

*Title changed from Trustee Code of Ethics

AMERICAN LIBRARY ASSOCIATION ETHICS STATEMENT FOR PUBLIC LIBRARY TRUSTEES

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 him/herself whenever the appearance of or 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.

Adopted by the United for Libraries Board in January 2012. United for Libraries is an Association of Library Trustees, Advocates, and Foundations and is a division of the American Library Association.