

# ***Warren-Newport Public Library District***

*Lake County, Illinois*

## **Board of Trustees**

### ***Policy 1010***

#### ***Trustee Code of Ethics and Behavior***

Adopted: March 20, 2007

Reviewed/Revised: December 19, 2011; July 21, 2015; May 17, 2016\*; January 15, 2019

\*Name changed from *Trustee Code of Ethics*

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 carrying out his or her 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. The following principles guide Trustee ethics:

- Trustees uphold the integrity of the Warren-Newport Public Library District and diligently perform their duties to the best of their ability with sound reasoning, careful consideration, impartiality, and fairness.
- Trustees take interest in WNPLD and in the needs and preferences of the community WNPLD serves. They also have a broader interest in libraries and trends in library service.
- Trustees are willing and able to devote time and energy to WNPLD.
- Trustees understand that all powers are vested in the Board and none at all in the individual Trustee, unless authorized by the Board itself.
- Trustees respect the opinions of their colleagues and are not critical or disrespectful when they disagree or oppose a viewpoint different from their own.
- Trustees comply with all laws, regulations, and rules that apply to WNPLD, including Illinois Public Library District statutes, Open Meetings Act, Freedom of Information Act, and WNPLD policies and bylaws.
- Trustees do not engage in discrimination of any kind, including that based on race, class, ethnicity, religion, sex, sexual orientation, or belief system.
- Trustees are not swayed by partisan interests, public pressure, or fear of criticism.
- Trustees respect the confidential nature of Library business and do not disclose such information to anyone.

- Trustees protect and uphold library patrons' right to privacy in their use of WNPLD resources.
- Trustees support efforts to resist censorship of library materials by groups or individuals.
- Trustees distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of WNPLD, acknowledging and supporting the formal position of the Board even if they disagree.
- Trustees do not use their Board position or their access to privileged Library information for personal gain, to materially help their relatives, friends, or supporters, or to gain unwarranted privileges or advantages for themselves or others from WNPLD or from those who do business with WNPLD. (See 1020 Conflict of Interest)
- Trustees do not act in any way that would reasonably be expected to create an impression that they are engaged in conduct that violates the public trust.
- Trustees understand and distinguish between their responsibilities and those of the Executive Director.

Based upon the above principles, we commit to the following behaviors:

- 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 policy.
- Trustees shall keep privileged information confidential.
- 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 shall serve without compensation.

- Trustees shall immediately disqualify themselves whenever a conflict of interest exists or appears to exist. (See Policy 1020 Conflict of Interest)
  - Trustees shall not interfere with the management responsibilities of the Executive Director or the supervision of WNPLD staff.
  - 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 his/her 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.
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