

EVERETT ROEHL MARSHFIELD PUBLIC LIBRARY POLICY NUMBER: 1.400

POLICY TITLE: Code of Ethics for Library Trustees and Employees

ADOPTION/LAST REVIEW: Adopted 8/8/00; Revised 4/20/21

Board of Trustees and Library Employee Ethics Policy (04/2021)

The Everett Roehl Marshfield Public 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 Everett Roehl Marshfield Public Library with the highest level of integrity avoiding any impropriety or the appearance of impropriety.

Guiding Principles:

- Board members and employees should uphold the integrity of the Everett Roehl Marshfield Public Library and should perform their duties impartially and diligently.
- Board members and employees should not engage in discrimination of any kind including that based on race, class, ethnicity, religion, sex, sexual orientation, or belief system.
- Board members and employees should protect and uphold library patrons' right to privacy in their use of the library's resources.
- Board members and employees should avoid situations in which their personal interests, activities or financial affairs are, or are likely to be perceived as being in conflict with the best interests of the Everett Roehl Marshfield Public Library.
- Board members and employees should avoid having interests that may reasonably bring into question their position in a fair, impartial and objective manner.
- Board members and employees should not knowingly act in any way that would reasonably be expected to create an impression among the public that they are engaged in conduct that violates their trust as Board members or employees.
- Board members and employees should not use or attempt to use their position with the Everett Roehl Marshfield Public Library to obtain unwarranted privileges or advantages for themselves or others.
- Board members and employees should not be swayed by partisan interests, public pressure, or fear of criticism.
- Board members and employees should not denigrate the organization or fellow Board members or employees in any public arena.

Therefore:

To preserve and uphold the Everett Roehl Marshfield Public Library's reputation as an organization of unimpeachable integrity, each Board member will sign a "Conflict of Interest" statement at the annual meeting and at the commencement of his/her service with the board, and each staff member will sign the same statement at the beginning of each calendar year and at the commencement of his/her employment during with the Everett Roehl Marshfield Public Library.

Compliance:

If any Board member or the 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.

Employees who are or appear to be in conflict with the "Guiding Principles" will be asked to meet with the director who will make a determination as to discipline or termination based on his or her findings.

BOARD OF TRUSTEES AND LIBRARY EMPLOYEE CONFLICT OF INTEREST POLICY FORM

No library board member or committee member of the Everett Roehl Marshfield Public Library shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation on the board. Other than compensation, no employee shall derive any personal profit or gain, directly or indirectly, by reason of his or her employment by the Everett Roehl Marshfield Public Library except through activities that may facilitate professional advancement or contribute to the profession, such as authoring professional articles or providing professional services that have been fully disclosed to the Board.

Each individual shall disclose to the Board any personal interest which he or she may have in any matter pending before the Board and shall refrain from participation in any decision on such matter.

Members of the Everett Roehl Marshfield Public Library Board, committees, and staff shall refrain from obtaining any list of library patrons that results in personal benefit.

Statement of Associations

This is to certify that I, except as described on the reverse of this sheet, am not now nor at any time during the past year have been:

A participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party doing business with the Everett Roehl Marshfield Public Library that has resulted or could result in personal benefit to me.

Any exceptions to the above are stated on the reverse of this sheet with a full description of the transactions, whether direct or indirect, which I have (or have had during the past year) with persons or organizations having transactions with the Everett Roehl Marshfield Public Library.

Signature: _____ Date: _____

Printed name: _____

Everett Roehl Marshfield Public Library position: _____

Exceptions to the Statement of Associations

