



**SUBJECT: BOARD - CODE OF ETHICS POLICY**

**Policy No: B-2015-13**

**Date: October 19, 2015**

**Review Date: October 2019**

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## **PURPOSE**

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. This policy outlines the standards and their application.

## **POLICY**

### **Application**

This policy applies to all Innisfil Public Library Board Members, also known as Public Library Trustees.

### **Guidelines**

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

- a) *It is expected that all Innisfil Public Library Trustees will:*
- Act in the interests of the library members and the community he/she serves, over and above other interest group involvement, membership on other boards and/or personal interests.
  - Express individual viewpoints but work harmoniously with the Board towards 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 Chief Librarian/CEO or the Staff.

b) ***Additional Code of Conduct for Library Board Chair:***

*It is expected that the Board Chair will:*

- Assume no authority to make decisions outside the Board-dictated mandate.
- Assume no authority to speak for the Board on issues not yet decided.

**2. Financial Accountability**

a) *It is expected that all Innisfil Public Library Trustees will:*

- Avoid situations where personal advantage or financial benefits may be gained.
- Not use “inside information” in personal or private business.
- Avoid using the position to obtain employment for self, family or friends.
- Withdraw from the Board if seeking employment with the library.

**3. Professional Accountability**

a) *It is expected that all Innisfil Public Library Trustees will:*

- Respect the agenda and abide by Board decisions on rules of order.
- Attend regularly and inform appropriate persons about expected absences before meetings.
- Deal promptly as a Board with lack of interest, poor attendance, and/or 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.

b) ***Additional Code of Conduct for the Board Chair:***

*It is expected that the Board Chair will:*

- Ensure that all issues belonging to Board governance are brought to the Board for consideration and that all relevant material is available.
- Keep deliberation fair, open, thorough, but also efficient, timely, orderly, and to the point.

**4. Personal Accountability**

a) *It is expected that all Innisfil Public Library Trustees will:*

- Treat others in a courteous, dignified and fair manner.
- Encourage and respect diversity of viewpoints and skills.
- Take responsibility for personal professional development through continuing educational opportunities and participation in regional, provincial and national library organizations.
- Support intellectual freedom in the selection of library materials.
- Eliminate and avoid situations where his/her words and/or actions might inadvertently tarnish the reputation of the Library, Library Staff and/or the Town, Town Council and Town Staff.

Approved by the Innisfil Public Library Board, October 19, 2015  
Motion Number: 2015.81

Supersedes Policy #B-2011-25, approved November 21, 2011, Motion #2011.74;  
& Policy #2001-18, approved November 12, 2001, Motion #2011.53; &  
Revised Code of Ethics, adopted March 11, 1996, Motion #96.13.