

Jefferson County Public Library Board of Trustees Board Members' Code Of Conduct Governance Policy 4.5

The Library Board commits itself and its members to ethical, professional, and lawful conduct, including proper use of authority and appropriate decorum when acting as Board members. Accordingly:

1. Library Board members must demonstrate loyalty to the interests of the residents of Jefferson County, unconflicted by loyalties to staff, other organizations, or any personal interests as patrons.
2. Library Board members are accountable for discharging their duties honestly and in good faith. Library Board members shall exercise the degree of care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.
3. Library Board members must avoid conflict of interest with respect to their fiduciary responsibility.
 - a. There must be no self-dealing or any conduct of private business or personal services between any Board member and the Library.
 - b. When the Library Board is to decide upon an issue about which a member has a conflict of interest, that member shall disclose the conflict to the Library Board and absent herself or himself without comment from not only the vote but also from the deliberation.
 - c. Library Board members must not use their Library Board positions to obtain staff employment for themselves, family members or close associates. Should a Library Board member apply for staff employment, he or she must first resign from the Library Board.
4. Library Board members must not attempt to exercise individual authority over the organization.
 - a. Library Board members' interaction with the Executive Director or with staff must recognize the lack of authority vested in individuals except when explicitly Board authorized, and that the Executive Director is accountable only to the Library Board as a whole, and not to individual Library Board members. The relationship between the Executive Director and individual members of the Library Board, including the Chair, is therefore collegial, not hierarchical.
 - b. Library Board members' interaction with public, media or other entities must recognize this limitation and that Board members are not to speak for the Executive Director, or to speak for the Library Board except to repeat explicitly stated Library Board decisions.
 - c. Except for participation in Board deliberation about whether the Executive Director has achieved any reasonable interpretation of Board policies, Library Board members will not publicly express individual judgments of performance of employees or the Executive Director.

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5. A Library Board member aware of credible information that suggests that a Library Board policy has been violated, by either the Library Board or the Executive Director, has an affirmative obligation to bring the concern to the Library Board's agenda for monitoring.
6. Library Board members must respect the confidentiality appropriate to issues of a sensitive nature.
7. Library Board members will support the legitimacy and authority of the final determination of the Library Board on any matter, irrespective of the member's personal position on the issue.
8. Library Board members will attend Library Board meetings regularly, and be properly prepared for Library Board deliberations.

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