

Buffalo & Erie County Public Library
PERSONNEL POLICIES AND PROCEDURES MANUAL

SUBJECT: Ethics Policy

CHAPTER: VIII

SECTION: 12

EFFECTIVE DATE: 6/12/14

REVISION DATE: 7/20/17, 9/17/20

This policy is for application to those libraries within the City of Buffalo (Central Library and Buffalo Branch Libraries) and Buffalo & Erie County Public Library System functions.

STATEMENT OF POLICY

The Buffalo & Erie County Public Library is dependent on the trust of its community to successfully achieve its mission. Therefore, it is crucial that all Board members and Key Employees, as defined in the Bylaws, conduct business on behalf of the Buffalo & Erie County Public Library with the highest level of integrity, avoiding any impropriety or the appearance of impropriety.

Guiding Principles:

- Board members and Key Employees shall uphold the integrity of the Buffalo & Erie County Public Library and shall perform their duties impartially and diligently.
- Board members and Key Employees shall not engage in discrimination of any kind including that based on gender, race, color, national origin,

ancestry, religion, creed, age, disability, familial status, marital status, pregnancy, sexual orientation, gender identity or expression, military status, genetic predisposition, arrest or conviction status, domestic violence victim status, or any other basis protected by federal, state or local law.

- Board members and Key Employees shall protect and uphold library patrons' right to privacy in their use of the library's resources.
- Board members and Key Employees shall 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 Key Employees.
- Board members and Key Employees shall not use or attempt to use their position with the Buffalo & Erie County Public Library to obtain unwarranted privileges or advantages for themselves or others.
- Board members and Key Employees shall not be swayed by partisan interests, public pressure, or fear of criticism.
- Board members and Key Employees shall not denigrate the organization or fellow Board members or Key Employees in any public arena.
- Board members and Key Employees shall distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the Board even if they personally disagree.
- Board members and Key Employees shall respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.
- Board members and Key Employees shall be prepared to support to the fullest, the efforts of librarians in resisting censorship of library materials by special interest groups or individuals.

- Board members who accept appointment to a library board are expected to perform all the functions of library Board members.
- Board members and Key Employees shall act in accordance with the Conflict of Interest Policy adopted and amended by the Board.

Compliance:

If any Board member appears to be in conflict of the "Guiding Principles" above, he or she will be asked to meet with the Governance Committee to discuss the issue. The Governance Committee will make a recommendation to the full Board based on their findings. Key Employees who are or appear to be in conflict with the "Guiding Principles" will be asked to meet with the Governance Committee, in consultation with the Library Director as appropriate. The Governance Committee will make a determination as to discipline or termination based on their findings.

Adopted by Buffalo & Erie County Public Library Board of Trustees at a public meeting June 12, 2014 (supersedes "B&ECPL Conflict of Interest and Ethics Policy" adopted September 16, 2010.) Amended July 20, 2017 per Resolution 2017-27. Amended September 17, 2020.