



Town of North Collins Public Library

Ethics Policy

The Town of North Collins Public Library relies 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 Town of North Collins Public Library with the highest level of integrity avoiding any impropriety or the appearance of impropriety. To achieve this, we have set a list of guiding principles that can help direct us in the future. A policy of this kind cannot be all inclusive and cover every possible ethical condition that arises. It is however our attempt to maintain an organization focused on high ethical standards.

Our Guiding Principles Are:

- Board members and employees should uphold the integrity of the Town of North Collins 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, sexual orientation, or belief system.
- Board members and employees should do their best to protect and uphold library patrons' right to privacy in their use of the library's resources.
- Board members and employees agree to abide by the terms set out in the adopted Conflict of Interest Policy of the Town of North Collins Public Library.
- Board members and employees should do their best to avoid having interests that may reasonably bring into question their position in a fair, impartial and objective manner.
- Board members and employees should not use or attempt to use their position with the Town of North Collins 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 Library, fellow employees or fellow Board members in any public arena.

To preserve and uphold the Town of North Collins Public Library reputation as an organization of unimpeachable integrity, each Board member and employee will sign a "Conflict of Interest" statement and an "Ethics Statement" at the beginning of each calendar year (and at the commencement of his/her service) during their tenure with the Town of North Collins Public Library.

If any Board member or the executive 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 executive director who will make a determination as to discipline or termination based on his or her findings.

Adopted by the Town of North Collins Public Library Board of Trustees on May 1, 2019.



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Ethics Policy – Disclosure Form

***This form must be completed annually by all members of the board of directors and staff.**

The undersigned, by their affixed signature, acknowledge receipt of and agree to abide by the Town of North Collins Public Library Ethics policy.

Signature

Printed Name

Position within the organization

Date