



## ETHICS POLICY

The Newstead Public Library is dependent on the trust of its community to successfully achieve its mission. Therefore, it is crucial that all members of the Board of Trustees and Key Persons\*, conduct business on behalf of the Newstead Public Library with the highest level of integrity, avoiding any impropriety or the appearance of impropriety.

\*"Key Employee" means any person who is in a position to exercise substantial influence over the affairs of the Newstead Public Library.

### Guiding Principles:

- Trustees and Key Persons shall uphold the integrity of the Buffalo & Erie County Public Library and shall perform their duties impartially and diligently.
- Trustees and Key Persons 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.
- Trustees and Key Persons shall protect and uphold library patrons' right to privacy in their use of the library's resources.
- Trustees and Key Persons 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 Trustee or Key Employees.
- Trustees and Key Persons 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.
- Trustees and Key Persons shall not be swayed by partisan interests, public pressure, or fear of criticism.
- Trustees and Key Persons shall not denigrate the organization or fellow Board members or Key Employees in any public arena.
- Trustees and Key Persons shall distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the organization, acknowledging the formal position of the Board even if they personally disagree.

- Trustees and Key Persons shall respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.
- Trustees and Key Persons shall be prepared to support to the fullest, the efforts of librarians in resisting censorship of library materials by special interest groups or individuals.
- Trustees who accept appointment to a library board are expected to perform all the functions of library Trustees.
- Trustees and Key Persons shall act in accordance with the Conflict of Interest Policy adopted and amended by the Board of Trustees.

#### **Compliance:**

If any Trustee member appears to be in conflict of the "Guiding Principles" above, they will be asked to meet with the Governance Committee to discuss the issue. The Governance Committee will make a recommendation to the full Board of Trustees based on the findings. Key Persons 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.

Adopted by the Newstead Public Library Board of Trustees on January 9, 2019 per Resolution 2019-2

Amended December 9, 2020

Amended January 14, 2026

