



Wood Library Association
134 N Main St
Canandaigua, NY 14424
Phone: 585-394-1381 FAX: 585-394-2954

TRUSTEES CODE OF ETHICS

ADOPTED by Wood Library Board of Trustees 03/2017; AMENDED 12/21/2020

Trustees must promote a high level of Library service while observing these ethical standards:

- They must avoid situations in which personal interests might be served or financial benefits gained at the expense of Library patrons, colleagues, or the institution
- They must disqualify themselves whenever the appearance of conflict of interest exists
- They must 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
- They must respect the confidential nature of Library business while being aware of and in compliance with applicable laws governing freedom of information
- They must support to the fullest the efforts of librarians in resisting censorship of Library materials and services by groups and individuals
- They accept appointment to the Board prepared to perform all of the functions of Trustees
- Trustees, staff members and certain consultants will yearly sign and date a Conflict of Interest Policy compliance statement to be kept on file by the Director.
- Trustees will yearly sign and date a Code of Conduct to be kept on file by the Executive Director (Appendix I)

APPENDIX I



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TRUSTEES CODE OF CONDUCT

In my role as a member of the Board of Trustees, I will adhere to and advocate to the best of my knowledge and ability the following principles and responsibilities governing professional conduct and ethics:

As a member of the Board of Trustees, I will:

- Listen carefully to other Board members
- Respect the opinion of my fellow Board members
- Respect and support the majority decision of the Board
- Recognize that all authority is vested in the full Board only when it meets in legal session
- Keep well-informed about developments relevant to issues that may come before the Board
- Participate actively in Board meetings and actions
- Bring to the attention of the Board any issues that I believe will have an adverse effect on the Library or those we serve
- Refer complaints to the proper level of the chain of command
- Recognize that my job is to ensure that the Library is well managed, not to manage the Library
- Represent all those whom this Library serves and not a particular special interest group
- Do my best to ensure that the Library is well-maintained, financially secure, and always operating in the best interest of those we serve
- Always work to learn how to do my job better
- Declare conflicts of interest between my personal life and my position on the Board, and abstain from voting when appropriate

As a member of the Board of Trustees, I will not:

- Criticize fellow Board members for their opinions, in or out of the Boardroom
- Use the Library for my personal advantage or that of my friends or relatives
- Discuss the confidential proceedings of the Board outside the boardroom
- Promise how I will vote on any issue before a meeting
- Interfere with the duties of the Director or undermine his/her authority with staff members

Signature: _____

Print Name: _____

Date: _____