

GP-01	TRUSTEE CODE OF ETHICS		
APPROVED	19 January 2022	EFFECTIVE	2006
AMENDED	2011, 2016, 2021	NEXT REVIEW	2026

## 1. PURPOSE

To give Trustees the information they need to act in their capacity as representatives of the Library Board.

## 2. SCOPE

All Library Board members must agree to abide by the codes of ethics.

## 3. DEFINITIONS

**Library Board** – The Library’s governing body, consisting of nine volunteer members.

**Trustee** – A member of the Library’s governing body.

**Chief Librarian** – The individual the Library Board employs to manage the Library and implement Library Board decisions.

## 4. CODE OF ETHICS

a. All Library Board Trustees shall:

- i. listen carefully to, and respect the opinion of, other Library Board Trustees;
- ii. respect the decisions of the Library Board;
- iii. recognize that all authority is vested in the Library Board as a whole when it meets in legal session and not with individual Library Board Trustees;
- iv. be well-informed of developments that are relevant to issues that may come before the Library Board;
- v. participate actively in Library Board meetings and actions;
- vi. call to the attention of the Library Board any issues that may have an effect on the Library;
- vii. attempt to interpret the needs of the community to the Library and interpret the action of the Library to the community;
- viii. represent the whole community to the Library and not a particular area or group;
- ix. refer complaints about the Library to the proper level in the chain of command;
- x. recognize that the Library Board Trustee’s job is to ensure that the Library is well-managed, not to manage the Library;
- xi. vote to hire the best possible person to manage the Library;
- xii. ensure that the Library is well maintained, financially secure, growing and always operating in the best interest of the community;
- xiii. work to learn more about the Library Board Trustee’s job and how to do the job better;
- xiv. declare any personal conflicts of interest.

b. No Library Board Trustee shall:

- i. be critical outside the Library Board meeting of fellow Library Board Trustees or staff;
- ii. use any part of the Library for personal advantage or the personal advantage of friends or relatives;

GP-01	TRUSTEE CODE OF ETHICS		
APPROVED	19 January 2022	EFFECTIVE	2006
AMENDED	2011, 2016, 2021	NEXT REVIEW	2026

- iii. discuss confidential proceedings of the Library Board outside the Library Board meeting, except with other Trustees in a private setting;
- iv. promise prior to the meeting how the Trustee will vote on any issue in the meeting;
- v. interfere with the duties of the Chief Librarian or undermine the Chief Librarian’s authority.

**RELATED POLICIES**

Nil.