

# Library Board Code of Ethics & Standard of Conduct



This policy shall be given to all Library Board members upon commencement of the person's relationship with Community Library Sedona.

## All Library Board members will:

1. Recognize that whether or not they agree with a decision made by the Board, they must support said decision as being the considered judgment of the Board and present a unified voice when speaking outside of Board meetings.
2. Operate in an ethical and businesslike manner. This commitment includes proper use of authority and appropriate decorum when acting on behalf of the Board.
3. Have loyalty to the interests of Community Library Sedona.
4. Listen carefully to and respect the opinion of other Board Members and respect the decisions of the Board.
5. Maintain confidentiality about all matters that are discussed and considered during executive session meetings.
6. Use proper care and exercise ethical, lawful, and prudent judgment in the performance of their board duties.
7. Recognize that all authority is vested in the Board as a whole when it meets in session, and not with individual Board members.
8. Participate actively in Board meetings and actions.
9. Call to the attention of the Board any issues that may have an effect on the Library.
10. Refer complaints about the Library to the Library Director for operational matters or the Board Chair for governance issues
11. Recognize that the Board's job is to ensure that the Library is well managed, not to manage the Library.
12. Work together to hire the most capable and qualified person possible to manage the Library.
13. Ensure that the Library is well maintained, financially secure, growing, and continuously operating in the best interest of the community.

No Library Board member will:

1. Be critical outside Board meetings of fellow Board members or staff or of a decision duly made by the Board.
2. Use any part of the Library for personal advantage or the personal advantage of friends or relatives.
3. Discuss confidential proceedings of the Board outside Board meetings, except with other members in a private setting.
4. Promise prior to meetings how the member will vote on any issue in the meeting.
5. Identify themselves as members of the Library Board when making public statements on personal issues that impact them as residents.
6. Make public or media statements regarding the Library. If the situation warrants a statement from the Library Board, it is the responsibility of the Board Chair or their designate. All other public statements should be directed to the Library Director.
7. Interfere with the duties of the Library Director or undermine the Library Director's authority or criticize individual judgments of the performance of the Library Director or staff. Board members may raise such concerns to the Executive Committee.

The Code of Ethic and Standards of Conduct will be subject to periodic review and revision by the Board, where considered necessary or appropriate. The Board will have the authority to interpret the application of the Code of Ethics and Standards of Conduct.

By signing below, I agree to abide by the Code of Ethics and Standards of Conduct established by Community Library Sedona .

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Signature

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Printed Name

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Date