

## **LIBRARY TRUSTEE'S CODE OF ETHICS**

As elected or appointed public officials, trustees of New Hampshire public libraries have an obligation to meet the highest legal, moral, and ethical standards. Use this as a guide to your conduct and decisions.

### ***As a member of this board, I will:***

- Sustain the core freedoms of our democracy by providing a broad diversity of viewpoints, beliefs, information, and literature and equal access to everyone.
- Abide by all state and federal laws that apply to New Hampshire public libraries.
- Observe the provisions of the Right-to-Know Law (RSA 91-A) by ensuring: all meetings are open to the public except as provided within the law; records of all meetings (including discussion and support materials) are available for public review; the subject matter of e-mails and phone calls to a quorum of the board do not take the place of public meetings.
- Avoid real or perceived conflict of interest when making decisions for or about the library that may involve issues of personal gain for yourself, your family, or friends.
- Keep confidential information confidential.
- Remember that the Board acts as a whole and never assume sole authority for comment or actions unless you are delegated to do so by the Board.
- Remain objective in dealing with staff and patron concerns, and use proper Board-established communications channels to ensure consistent, rational resolution of library matters.
- Observe publicity and information policies of the Board and library; refer requests to the library director when appropriate.
- Adhere to all Board established library policies, rules, procedures, and bylaws.
- Act to create a positive atmosphere of service throughout the library.
- Respect the director as the professional administrator of day-to-day operations and procedures; do not undermine the authority of the director's supervision of staff; administer regular performance reviews of the director according to clear, consistent library personnel policies; include the director as a valued member of the Board team.
- Have the moral courage to protect the integrity and purpose of the library as a community institution; challenge proposals or actions that are illegal or contrary to the mission; challenge any Board member whose actions betray the public trust, violate the law, jeopardize the integrity of the institution, or cause dissension within the library.
- Study all laws pertaining to libraries; prepare for board and committee meetings; take available training in order to serve my library in the most effective manner possible.
- Attend meetings regularly or resign so that a more active member can be appointed.