



Board of Trustees Code of Ethics

In my role as a Trustee of the Geneva Public Library Board, 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 Trustee, **I will:**

- Listen carefully to other Trustees;
- Respect the opinion of my fellow Trustees;
- Respect and support the majority decision of the Board of Trustees (“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 continually 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 Trustee, I will not:

- Criticize fellow Trustees for their opinions, in or out of Board meetings;
- Use the Library for my personal advantage or that of my friends or relatives;
- Discuss the confidential proceedings of the Board outside of meetings;
- Promise how I will vote on any issue before a meeting;
- Interfere with the duties of the Executive Director or undermine their authority with employees.

Signature: _____

Name: _____

Date: _____

Amended by the Board of Trustees: 9/28/2011, 6/29/2016, 6/28/2017, 6/29/2022,
6/28/2023

Reviewed by the Policy Review Committee: 6/12/2023