



# Trustee Code of Ethics

Approved by Board: May 16, 2024

## PURPOSE & COMMITMENT

It is the responsibility of the Board of Trustees of Manlius Library and the individual trustees to ensure that Manlius Library provides quality library service to the residents of the community we serve. The Code of Ethics, which follows, represents our commitment to the ethical standards for our Library. Failure to adhere to this Code of Ethics by any individual trustee may result in removal from the Board.

Manlius Library recognizes the importance of codifying and making known to the public the ethical principles that guide the work of trustees. The Library subscribes to the ALA's Code of Ethics, as well as to the Guidelines for trustees listed here.

## ETHICAL GUIDELINES

- Trustees will observe ethical standards with absolute truth, integrity, and honor.
- Trustees will not engage in discrimination of any kind including that based on race, class, ethnicity, religion, sex, sexual orientation, or belief system.
- Trustees must distinguish between their personal attitudes and philosophies and those of the institution, acknowledging the formal position of the Board even if they personally disagree. After a policy or rule is adopted by a majority of the Library Board, individual trustees should publicly support those decisions.
- Trustees have a responsibility to ensure that the resources of the Library are dedicated to the fulfillment of its mission. Trustees also have a duty to ensure that the Library complies with all applicable laws and does not engage in any unauthorized activities.
- Trustees, in fulfilling their responsibilities, will not be swayed by partisan interests, public pressure, or fear of criticism.
- Trustees must respect the confidential nature of Library business while being aware of and in compliance with applicable laws governing freedom of information. Trustees must not divulge information learned during executive sessions of the Board or any information regarding future Board plans or actions until such action is officially taken.
- Trustees should protect and uphold Library patrons' right to privacy in their use of the Library's resources.
- Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of Library users, colleagues, or the situation. It is incumbent upon trustees to recuse themselves immediately whenever the appearance of a conflict of interest exists. Trustees must sign a yearly conflict of interest disclosure form.
- Trustees must make decisions in the best interests of residents in all parts of Manlius Library's chartered service area. No preference will be given to any town or group of people.
- Trustees set broad policy directions and monitor adherence to policy, but will not interfere with the day-to-day operations of the Library.
- Trustees must be prepared to support to the fullest the efforts of Library staff in resisting censorship of Library materials by groups or individuals.



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- Trustees will comply with Open Meetings Law.
- Trustees who accept Library Board membership are expected to perform all the functions of Library trustees. Trustees who are unable to attend meetings regularly and complete work delegated to them should resign so that an active member can be appointed.