

Massena Public Library Ethics Policy

The Massena Public Library is dependent on the trust of its community to successfully achieve its mission. Public library trustees are accountable for the resources of the library as well as to see that the library provides the best possible service to its community. Therefore, it is crucial that all trustees and employees conduct business on behalf of the Massena Public Library with the highest level of integrity avoiding any impropriety or the appearance of impropriety.

Guiding Principles:

- Trustees and employees should uphold the integrity of the Massena Public Library and should perform their duties impartially and diligently.
- Trustees shall comply with all the laws, rules and regulations that apply to them and to their library.
- Trustees and employees should not engage in discrimination of any kind including that based on race, class, ethnicity, religion, sex, sexual orientation, or belief system.
- Trustees and employees should protect and uphold library patrons' right to privacy in their use of the library's resources.
- Trustees and employees should avoid situations in which their personal interests, activities or financial affairs are, or are likely to be perceived as being in conflict with the best interests of the Massena Public Library.
- Trustees must respect the confidential nature of library business and not disclose such information to anyone.
- Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the library, acknowledging and supporting the formal position of the Board of Trustees even if they disagree.
- Trustees and employees should avoid having interests that may reasonably bring into question their position in a fair, impartial and objective manner. A Trustee shall immediately disqualify him/herself whenever the appearance of or a conflict of interest exists.
- Trustees and employees should not knowingly act in any way that would reasonably be expected to create an impression among the public that they are engaged in conduct that violates their trust as trustees or employees.
- Trustees and employees should not use or attempt to use their position with the Massena Public Library to obtain unwarranted privileges or advantages for themselves or others.
- Trustees and employees should not be swayed by partisan interests, public pressure, or fear of criticism.
- Trustees and employees should not denigrate the organization or fellow trustees or employees in any public arena.

- Trustees shall not interfere with the management responsibilities of the director or the supervision of library staff.

Therefore:

To preserve and uphold the Massena Public Library’s reputation as an organization of unimpeachable integrity, each trustee and employee will sign a “Conflict of Interest” statement and an “Ethics Statement” at the beginning of each calendar year (and at the commencement of his/her service) during their tenure with the Massena Public Library.

Compliance:

If any Trustee or the Director appears to be in conflict of the Guiding Principles above, he or she will be asked to meet with the Board of Trustees to discuss the issue. Employees who are or appear to be in conflict with the Guiding Principles will be asked to meet with the Director who will make a determination as to discipline or termination based on his or her findings.

Signature _____ Date _____