

Policy 940
Library Board of Trustees Ethics Policy

Introduction

The role of the Library Board Trustee is one of dedicated civic service, serving as both a steward to the public trust and an advocate for the Library. The Library Board embraces all statutes enacted by the State of Illinois and all ordinances enacted by local government regulating the conduct of officials appointed to governing boards.

In addition, the Library Board adopts and incorporates into the Library's policy ethics statements recommended by the American Library Association and in accordance with the Illinois Public Library District Act.

Compensation and Reimbursement

A. Compensation

With regard to library district trustees, Section 30-30 of the Illinois Public Library District Act of 1991 (75 ILCS 16/30-30) provides: "Trustees shall serve without compensation but shall be reimbursed for their actual and necessary expenses incurred in the performance of their duties."

Trustees do not receive pay, stipends, health/medical benefits, or any other form of compensation that is monetary in nature.

B. Resource Usage

Library Trustees may not receive any perceived compensation or remuneration in the form of exceptions or preferential treatment. Examples of such include:

- Waiving of library fines or fees.
- Eliminating charges for materials lost or damaged.
- Altering hold lists for materials; preferential treatment may not be given for material access beyond that of patron resident use.
- Receiving preferential treatment for materials, programs, or resources.

C. Development and Reimbursement

Policy 700: Travel and Reimbursement is applicable to Trustees and incorporated for reference.

As part of the Trustee commitment to expanding knowledge of libraries and commitment to the support of libraries, Trustees are encouraged to participate in Library related professional development opportunities, memberships, training organizational experiences. This may include, but not limited to, participating in events sponsored by the Library consortium, Reaching Across Illinois Library Systems (RAILS), the Illinois Library Association (ILA) or the American Library Association (ALA).

As professional development funding is limited, all anticipated funding needs should be discussed with other Trustees and the Library Director prior to funds commitment, and an expense estimation report completed.

Ethics Statement

The Trustees of the Sugar Grove Library adopt and affirm the American Library Association Ethics Statement for Public Library Trustees and the Official Statement from United for Libraries.

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.

Every Trustee makes a personal commitment to contribute the time and energy to faithfully carry out his/her duties and responsibilities effectively and with absolute truth, honor, and integrity.

- Trustees shall respect the opinions of their colleagues and not be critical or disrespectful when they disagree or oppose a viewpoint different than their own.
- Trustees shall comply with all the laws, rules, and regulations that apply to them and to their library.
- Trustees, in fulfilling their responsibilities, shall not be swayed by partisan interests, public pressure, or fear of criticism.
- Trustees shall not engage in discrimination of any kind and shall uphold library patrons' rights to privacy in the use of library resources.
- 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, even if they disagree.
- Trustees must respect the confidential nature of library business and not disclose such information to anyone. Trustees must also be aware of and in compliance with Freedom of Information laws.
- Trustees must avoid situations in which personal interests might be served or financial benefits gained as a result of their position or access to privileged library information, for either themselves or others.
- A Trustee shall immediately disqualify him/herself whenever the appearance of or a conflict of interest exists.
- Trustees shall not use their position to gain unwarranted privileges or advantages for themselves or others from the library or from those who do business with the library.
- Trustees shall not interfere with the management responsibilities of the Director or the supervision of library staff.
- Trustees shall support the efforts of librarians in resisting censorship of library materials by groups or individuals.

Approved by the Board of Trustees:

9/25/19