

# **BOARD OF TRUSTEES**

## **CODE OF ETHICS/CONDUCT**

### **STATEMENT OF COMMITMENT**

It is the responsibility of the Board of Trustees (BOT) of the Philmont Public Library (Library) and the individual trustees to ensure that the Library provides quality Library service to the residents of the communities it serves. The Guidelines which follow represent the BOT's commitment to the ethical standards for the Library.

### **GUIDELINES**

1. It is the responsibility of the Board of Trustees to set policies for the operation of the Library and to oversee the Director. All decisions made by the Director shall be subject to review by the Board of Trustees.
2. The BOT shall maintain its fiscal responsibilities to the taxpayers of the Library district.
3. Trustees shall observe ethical standards with absolute truth, integrity, and honor.
4. Trustees must distinguish clearly between their personal attitudes and philosophies and those of the Library, acknowledging the formal position of the BOT even if they personally disagree. After a policy or rule is adopted by a majority of the BOT, individual trustees should publicly support those decisions.
5. 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 BOT.
6. Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of the Library or its patrons.
7. It is incumbent upon any trustee to recuse himself immediately whenever the appearance of a conflict of interests exists.
8. Trustees must make decisions in the best interest of residents in all parts of the chartered service area. No preference will be given to any specific group of people.
9. Trustees must be prepared to support the Library's fullest efforts in resisting the censorship of Library materials by groups or individuals.
10. Trustees who accept Library BOT membership are expected to perform all the functions of Library trustees. If a trustee is regularly unable to attend meetings or complete work delegated to him, the trustee should resign so that an active member can be appointed.
11. Candidates for the BOT shall apply in writing to the BOT. This shall take the form of a letter of interest, and may include a resumé.
12. A candidate may be nominated during one meeting, but not voted on until the following meeting. A candidate shall be recommended to the Philmont Village Board for appointment to the BOT after being approved by a majority vote of the BOT.
13. When terminating his membership on the BOT, a trustee shall submit a letter of resignation to the BOT.

## **RESPONSIBILITIES**

1. Attend all regularly scheduled meetings of the Board of Trustees (BOT) of the Philmont Public Library (Library) if possible.
2. Notify the President of the BOT if attendance will not be possible.
3. Communicate with the Library Director (Director) and other Library trustees (trustees) reliably and promptly.
4. Read the monthly reports, minutes, and agendas before meetings to save time during meetings.
5. Prepare to participate knowledgeably in BOT meetings by studying relevant issues.
6. Stay currently informed on all Library issues in general.
7. Attend a minimum of one library training workshop per year through the MHLS.
8. Join committees when members are needed, if possible.
9. Participate in the selection and annual evaluation of the Director and Assistant Director.
10. Annually evaluate the BOT, individually and as a whole, including self-evaluation.
11. Participate in an annual evaluation of the Library's service to the community.
12. Be active and informed about all issues affecting the Library, now and in the foreseeable future.
13. Share research responsibilities with other trustees.
14. Represent the Library positively in the community.

## **VALUABLE PRACTICES**

1. Attend regularly scheduled Village Board meetings.
2. Attend regularly scheduled meetings of the Friends of the Library.
3. Volunteer at Library events.
4. Review the Library's policies, mission, and long-range goals periodically.
5. Visit other libraries.
6. Read library periodicals.
7. Read the Library's website and Facebook page to stay informed about programs and events.

## **RESPONSIBILITIES OF THE PRESIDENT OF THE BOARD OF TRUSTEES**

1. Preside at all meetings of the BOT.
2. Communicate with the Director to review an upcoming meeting's agenda.
3. Present a President's Report at regular monthly meetings of the BOT.
4. Provide leadership to the entire BOT.
5. Act to assure proper conduct, effectiveness, and efficient flow of meetings.
6. Serve as an ex-officio member of all committees except for a nominating committee.
7. Sign all official Library documents.
8. Represent the Library at important meetings in the absence of the Library Director.
9. Meet regularly with the Director to stay current with Library practices, programs, and concerns.
10. Represent the BOT to the Village Board.
11. Serve as the primary liaison between the BOT and the Library Director.
12. Serve as the primary liaison between the BOT and the Friends of the Library.
13. Call special meetings of the BOT when necessary.
14. Create committees necessary to carry out Library business.
15. Create ad hoc committees when necessary.
16. Appoint committees' members and chairpersons.

## **RESPONSIBILITIES OF THE VICE PRESIDENT OF THE BOARD OF TRUSTEES**

Assume the duties of the President of the BOT in the case of his absence or disability.

## **RESPONSIBILITIES OF THE SECRETARY OF THE BOARD OF TRUSTEES**

1. Accurately record all motions and other decisions of the BOT in monthly minutes.
2. Mail or email monthly minutes to the Director, all Library trustees, and Village Liaison Representatives within two weeks of regular monthly meetings.
3. Write, record, and report to the BOT all Library correspondence.
4. Inform the public of the date and time of regularly scheduled meetings of the BOT and formal committees by posting their date, time, and place on the Library's website, in local news media, and in the Library.
5. Notify the public, to the extent that is reasonably possible, of specific BOT meetings held in addition to regularly scheduled meetings.
6. Notify local media of ongoing and future Library events.

## **RESPONSIBILITIES OF THE FINANCE OFFICER OF THE BOARD OF TRUSTEES**

1. Accurately keep all records of the Library's income and expenditures using the Village Ledger.
2. Monitor the percent of the Library's annual budget that has been spent each month.
3. Present a Finance Officer's Report at regular meetings of the BOT.
4. Assist the Director in the formulation of the Library's Annual Budget.
5. Assist with planning involved in capital projects undertaken by Library.

The Village of Philmont has primary responsibility for the treasury function of the Library, including fiduciary control of cash accounts, annual financial statement preparation, tax preparation, and audit. The Treasurer serves in an oversight role for any financial transactions of the Library. Duties include review of monthly invoices, preparation of monthly accounting of receipts and expenditures, assisting with the annual budget, and general guidance involving financial transactions.

## **MEETING PROCEDURES**

### **DATES OF MEETINGS**

The BOT shall hold regular monthly meetings at least ten times annually at 7:00 PM on the first Wednesday of the month. If inclement weather or a holiday should occur on the first Wednesday of the month, the meeting shall be moved to the following evening.

### **AGENDA**

Call to Order  
Roll Call  
Visitors in Attendance  
Public Comment  
Acceptance of Previous Meeting's Minutes  
Correspondence  
President's Report  
Finance Officer's Report  
Payment of Bills  
Village Liaison Report  
Director's Report  
Committee Reports  
Old Business  
New Business  
Public Comment  
Dates of Future Meetings  
Adjournment