

## Wells Branch Community Library District Code of Behavior for Board of Trustees

1. Trustees will not allow personal or political agendas to interfere with the board's responsibility to serve the best interests of the library. Each Trustee must acknowledge and act in accordance with the formal position of the board even if they personally disagree. Every endeavor that the board takes on and every decision made should be done in order to fulfill the mission and purpose of the library.
2. Trustees must place the community's interests above their own personal interests when making decisions as a board member.
3. Trustees should contribute support consistent with the library's expectations of board members. Board members should give freely of their time and talents and solicit volunteers and advocates to support the library.
4. Trustees will be respectful of the Executive Director and his or her position and will not interfere with his or her administrative duties or undermine the Director's authority both with the staff and with management of the library.
5. Trustees will respect the established organizational chain of command for the library. There are no restrictions on contact initiated by employees with Trustees, but the Executive Director must be informed about scheduled meetings.
6. Trustees will refrain from making special requests of the staff. Board members can request information and reports (such as another copy of the budget or last month's client statistics report) on a time available basis, but absolutely must stop short of directing staff work by asking for reports that are not already prepared (new reports can be requested in writing of the Executive Director to support committee actions or board actions within available time).
7. Trustees will be circumspect in all interactions with staff. A Trustee must never assume a position of authority over staff because of board position, nor infringe upon staff time to provide special assistance, without seeking direction from the Executive Director. It is understood that the Board of Trustees is only a governing body when in session and that individual Trustees do not direct or manage the library or its personnel.
8. Personnel grievances must go through the channels specified in the personnel policies. Board members should direct staff complaints to those channels.
9. Any issues brought to the attention of a trustee should be communicated to the Executive Director. Complaints from citizens should be directed to the complaint policy and follow the prescribed procedure.
10. Trustees will adhere to and support confidentiality laws and policies, as well as all other state and federal laws as they apply.
11. Trustees will actively formulate policies to provide a framework that enables staff to develop the operational procedures necessary to successfully complete the library's mission.
12. A Trustee must be especially careful to adhere to all legislation and policy regarding open meetings and conflicts of interest. It is incumbent upon any Trustee to disqualify himself or herself immediately whenever the appearance of a conflict of interest exists.
13. Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals and no individual Trustee shall take actions in or on behalf of the library to censure materials.
14. Trustees may support the library as members of TLA and ALA.