

BANCROFT PUBLIC LIBRARY

RESPONSIBILITIES OF THE BOARD OF TRUSTEES

ETHICS STATEMENT

The Board of Trustees of Bancroft Public Library is composed of people who are particularly knowledgeable of Library operations and opportunities and interested in the Library's future. Their main objective is to see that, with means and in a pleasant atmosphere, the Library satisfies the needs of the community for educational, informational, and recreational materials. The Board will be self-perpetuating, with terms of five years, eligible for re-appointment. Choice of new members should be offered to the Town Board for approval.

Within this framework, the Library Board will accept the following as its responsibilities:

1. Act as interpreter to the Town Supervisor and the Town Board concerning Library development.
2. Act as consultant to the Library Director in planning for general growth of the Library, with community needs in mind, and be responsible for the major changes in the physical arrangement of the Library.
3. Co-operate with the Friends of the Library and be available to them for suggestions of special Library needs.
4. Serve as a resource for special projects, such as art displays, book discussions, group meetings, etc.

The particular responsibilities of trustees are few in number but broad in scope. They are:

1. To create and develop the mission of the Library.
2. To select, hire, and regularly evaluate a qualified Library Director.
3. To secure adequate funding for the Library's service program.
4. To exercise fiduciary responsibility for the use of public and private funds and disposition of surplus property.
5. To adopt policies and rules regarding Library governance and use.
6. To regularly plan and evaluate the Library's service program.
7. To maintain a facility that meets the Library's and community's needs.
8. To promote the Library in the local community and in society in general.
9. To conduct the business of the Library in an open and ethical manner compliant with all applicable laws and regulations and with respect for institution, staff and the public.

Bancroft 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. ¹

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.

¹ American Library Association, Association of Library Trustees Code of Ethics.

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- 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 Library Director or the supervision of Library staff.
- Trustees shall support the efforts of Librarians in resisting censorship of Library materials by groups or individuals.

Adopted: July 11, 2017

Revised: July 7, 2020 and May 10, 2022