

Category: Governance GOV-02
Policy Name: **Library Board Code of Conduct**
Date Approved: May 27, 2019

Purpose: The primary goal of a public Library Board member is to ensure that the public has access to the highest quality of library service possible. To this end, Library Board members should observe ethical standards with truth, integrity and honour. Members should always adhere to applicable legislation, particularly The Public Libraries Act.

1. Loyalty and Unity

- 1.1 Act in the interests of the library members and community it serves, over and above other interest group involvement, membership on other boards or personal interests.
- 1.2 Express individual viewpoints but work harmoniously with the Board toward consensus as much as possible.
- 1.3 Speak with “one voice” once a decision is reached and a resolution is passed by the Board.
- 1.4 Individual Board members may not act on behalf of the Board unless specifically designated to do so by the Board. This includes interaction with the public or the media.
- 1.5 Refrain from individually directing the CEO or staff.

Additional Code of Conduct for Library Board Chair:

- 1.6 Assumes no authority to make decisions outside Board-dictated mandate.
- 1.7 Assumes no authority to speak on behalf of the Board on issues not yet decided.

2. Financial Accountability

- 2.1 Avoid situations where personal advantage or financial benefits may be gained and do not use “inside information” in personal or private business.
- 2.2 Avoid using position to obtain employment for self, family or friends.

- 2.3 Withdraw from the Board if seeking employment with Library or the Township of Lake of Bays.

3. Professional Accountability

- 3.1 Respect the agenda and abide by Board decisions.
- 3.2 Attend meetings regularly and inform the Board Chair about expected absences before meetings. Deal promptly as a Board, regarding lack of interest, poor attendance, disregard of policy on the part of any individual member.
- 3.3 Be prepared for all Board and committee meetings and use meeting time wisely.
- 3.4 Consider short and long term effects of decisions.

Additional Code of Conduct for the Board Chair:

- 3.5 Ensures all issues that belong to Board governance are brought to the Board for consideration and all relevant material is available.
- 3.6 Keeps deliberation fair, open, thorough, but also efficient, timely, orderly and to the point.

4. Gifts

- 4.1 Members are not to accept or provide any gift or benefit where it may be, or perceived to be, in exchange for favour or influence. Exceptions:
- Small holiday gifts (cards or edibles, such as chocolates or cookies)
 - Advertising material (calendars, scratch pads, pens, t-shirts)
 - Any gift that is a common expression of courtesy or within the normal standards of hospitality

5. Personal Accountability

- 5.1 Treat others in a courteous, dignified and fair manner.

- 5.2 Encourage and respect diversity of viewpoints and skills.
- 5.3 Take responsibility for personal and professional development through continuing educational opportunities and participation in regional and provincial library organizations.
- 5.4 Refrain from any form of harassment, discrimination, or disruptive behaviour during a board meeting or while in public representing the board or the library.
- 5.5 Respect the privacy of board members and library staff and maintain confidentiality where appropriate.
- 5.6 Avoid unauthorized recording, distribution, or use of events content from board meetings or library events.

Document Review Record:

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