

Ethics and Conflict of Interest Policy

I. Policy Statement

- A. 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 their duties and responsibilities effectively and with absolute truth, honor, and integrity.

II. Code of Ethics

- A. 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.
- B. Trustees shall comply with all the laws, rules, and regulations that apply to them and to their library.
- C. Trustees shall not engage in discrimination of any kind and shall uphold library patrons' rights to privacy in the use of library resources.
- D. 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.
- E. A Trustee must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.
- F. 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.
- G. Trustees must avoid situations in which personal interests might be serviced or financial benefits gained as a result of their position or access to privileged library information, for either themselves or others.
- H. A Trustee shall immediately disqualify themselves whenever the appearance of or a conflict of interest exists.
- I. Trustees shall uphold the principles of intellectual freedom and resist all efforts to censor library materials and resources.
- J. Trustees, in fulfilling their responsibilities, shall not be swayed by partisan interests, public pressure, or fear of criticism.
- K. Trustees shall refer staff grievances or problems to the Executive Director and refrain from becoming involved in controversy or conflict among staff.
- L. Trustees attend Board meetings regularly and if unable to fulfill their responsibilities, they consider resigning their position.

III. State Officials and Employees Ethics Act

- A. All Library Trustees will adhere to the State Officials and Employees Ethics Act (5 ILCS 430) in all areas that apply, including prohibited political activities and the gift ban.

Revision History

03/20/2025, 08/01/2018, 12/01/2015, 08/21/2008, Gift Ban Resolution: 06/17/1999