

Dorothy Hull Library
Windsor Charter Township

Board and Trustee Code of Conduct Policy

1. Purpose

To delineate the conduct of the Dorothy Hull Library Board of Trustees in compliance with applicable statutes governing Library operations and oversight

The Board acts as the public trustee of the library by which the community entrusts the library's wellbeing. The community expects its elected Board to keep the library running efficiently, while ensuring the best possible services are provided to the community.

2. Board Conduct and Responsibilities

The Dorothy Hull Library Board is to act in an ethical manner, free of conflicts of interest, when carrying out its responsibilities. These responsibilities include:

- Adopting bylaws and rules for Board governance;
- Maintaining control over the building and the grounds of the library;
- Controlling the expenditure of all funds credited to the library;
- Advocating for adequate library funding, when needed;
- Appointing, supervising evaluating, disciplining or removing the library director;
- Delegating some of its authority to the library director;
- Approving an annual library budget; and
- Adopting policies, rules and regulations regarding use of the library.

The Board serves as the connecting link between the library and the community, interpreting the one to the other. It helps to shape public opinion and governmental relations related to the library.

3. Trustee Conduct and Responsibilities

The Dorothy Hull Library Board functions best when each trustee acts in an ethical manner when fulfilling the following:

- Becoming familiar with library law, standards, values and ethics.
- Regularly attending board meetings. When a trustee cannot attend a meeting and wishes to be excused, the Board President is to be notified in advance to ensure a quorum will be present at the meeting.
- Participating at meetings, coming prepared to discuss issues and cast intelligent votes.
- Working as a team member, sharing a common concern with other trustees for the library's welfare.
- Supporting board decisions. When debating decisions to be made, all trustees should express their views. Once the decision is made, trustees in disagreement should refrain from criticizing or attacking the decision.
- Advocating for the library and seeking opportunities to promote the library.
- Respecting and supporting the role of the library director.

- Believing in the freedom of speech and its impact on public libraries.

4. **Trustee Professional Development**

To effectively fulfill these roles and responsibilities, it is important that Board trustees engage in their own professional development.

5. **Board and Trustee Conflict of Interest**

Board trustees must state that they may have a conflict of interest and recuse themselves from discussions or decisions involving family members or organizations with whom they have direct or indirect relationship. The trustee shall formally acknowledge the possible conflict during the Board meeting. It is not necessary for the board trustee to leave the room.

Board trustees may not contract or otherwise enter into an arrangement of agreement with the library where the Board trustee will directly or indirectly receive a financial or other tangible benefit.

Adopted 10/10/2019