



## Youngstown Free Library

240 Lockport St. Youngstown, NY 14174  
(716) 745-3555  
[www.youngstownfreelibrary.org](http://www.youngstownfreelibrary.org)

### Library Board of Trustees Code of Ethics

In order to conduct ourselves in accordance with the highest ethical standards and to ensure that a fair, honest, transparent and collegial process is followed, members of the Board of Trustees of the Youngstown Free Library agree to observe the following Code of Ethics.

Members of the Board of Trustees of the Youngstown Free Library Board shall:

- Acknowledge that Trustees are equally entrusted with creating policy, overseeing finances and sharing the responsibility for decision making as is required by the basic rules of parliamentary procedure.
- Work with and respect the opinions of peers who serve on this Board and behave in such a way that shows respect for others including refraining from unwelcome conduct, comment, gesture, contact or behavior which is likely to cause offence or humiliation.
- Work cooperatively with other Trustees; accept formal decisions, positions and policies of the Board majority even if personally disagreed with in whole or in part; and support that stance in public statements or actions.
- Speak on behalf of the Library only when designated by the Chair or the Board as a whole.
- Refrain from intruding on administrative issues that are the responsibility of the Director and staff while carrying out the Board's governance role as overseer of the Library's assets, ensuring that the public's best interests are served, and holding management accountable for the Library's operations and service to the public.
- Be aware of, consult and abide by the Library's By-laws, working policies and all applicable laws, regulations and guidelines of the municipality, State and State Education Department as they apply to the management of Libraries.
- Carry out the duties as a member and or officer as is required by the By-Laws and policies of this organization.
- Declare potential conflict of interest and refrain from discussion and voting when applicable.  
See Conflict of Interest Policy.
- Work within a committee system to research and recommend action to the Board. Share all pertinent facts with the Board so that an informed decision can be made by all.
- Adopt clear, documented processes with equal access to information.



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- Keep confidential information confidential.
- Refrain from using property, materials and equipment that belong to the Library for personal use.
- Ensure that there is no discrimination in any action by reason of race, religious belief, gender, color, mental or physical disability, age, family status, source of income or sexual orientation.
- Abide by this Code of Ethics.

Failure to abide by this Code of Ethics may result in removal from the Board.

I have read this Code of Ethics and agree to follow it during my tenure as a Board member.

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Signature

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Date