



Executive Director & Treasurer Code of Ethics

In my role as Executive Director or Treasurer of the Geneva Public Library (“the Library”), I will adhere to and advocate, to the best of my knowledge and ability, the following principles and responsibilities governing professional conduct and ethics:

- Act with honesty and integrity, avoiding actual or apparent conflicts of interest in personal and professional relationships.
- Provide the Board of Trustees with information that is complete, objective, relevant, timely, and understandable.
- Review the annual reports before certifying and filing them with various interested parties as may be required.
- Comply with all applicable laws, rules, and regulations of federal, state, and local governments and other private and public agencies.
- Act in good faith, responsibly, with due care, competence, and diligence, without misrepresenting material facts or allowing my independent judgment to be subordinated.
- Respect the confidentiality of information acquired in the course of business except when authorized or otherwise legally obligated to disclose such information. I shall not use confidential information acquired in the course of business for personal advantage.
- Proactively promote ethical behavior among employees of the Library and as a responsible partner with professional peers and associates.
- Maintain control over and responsibly manage all assets and resources employed or entrusted to me by the Library.
- Report illegal or unethical conduct by any director, officer, or employee that has occurred, is occurring, or may occur, including any potential violation of this Code. Such a report shall be made to the Board of Trustees.
- Comply with this Code and the general code of conduct and ethics of the Library that may exist. I understand that if I violate any part of this Code, I will be subject to disciplinary action.

I understand that this Code is subject to all applicable laws, rules, and regulations. I understand that if there is a conflict between this Code and a Library policy or procedure or any applicable law, rule, or regulation, then I must consult with the Library's legal counsel for guidance. I understand that there shall be no waiver of, modification of, or change to any part of this Code except by vote of the Board of Trustees or designated Board committee.

Signature: _____

Name: _____

Title: _____

Date: _____

Amended by the Board of Trustees: 9/28/2011, 6/29/2016, 6/28/2017, 6/27/2018, 6/26/2019, 6/28/2023, 6/26/2024

Reviewed by the Policy Review Committee: 6/10/2024