



Board of Trustees Code of Ethics

In my role as a Trustee of the Geneva Public Library Board, I will adhere to and advocate, to the best of my knowledge and ability, the following principles and responsibilities governing professional conduct and ethics:

As a Trustee, **I will:**

- Listen carefully to other Trustees;
- Respect the opinion of my fellow Trustees;
- Respect and support the majority decision of the Board of Trustees (“the Board”);
- Recognize that all authority is vested in the full Board only when it meets in legal session;
- Keep well-informed about developments relevant to issues that may come before the Board;
- Participate actively in Board meetings and actions;
- Bring to the attention of the Board any issues that I believe will have an adverse effect on the Library or those we serve;
- Refer complaints to the proper level of the chain of command;
- Recognize that my job is to ensure that the Library is well-managed, not to manage the Library;
- Represent all those whom this Library serves and not a particular special interest group;
- Do my best to ensure that the Library is well-maintained, financially secure, and continually operating in the best interest of those we serve;
- Always work to learn how to do my job better;
- Declare conflicts of interest between my personal life and my position on the Board, and abstain from voting when appropriate.

As a Trustee, I will not:

- Criticize fellow Trustees for their opinions, in or out of Board meetings;
- Use the Library for my personal advantage or that of my friends or relatives;
- Discuss the confidential proceedings of the Board outside of meetings;
- Promise how I will vote on any issue before a meeting;
- Interfere with the duties of the Executive Director or undermine their authority with employees.

The Board of Trustees Code of Ethics policy is to be signed by July 31 each year.

Signature: _____

Name: _____

Date: _____

Amended by the Board of Trustees: 9/28/2011, 6/29/2016, 6/28/2017, 6/29/2022,
6/28/2023, 6/26/2024, 6/25/25, 6/24/2026

Reviewed by the Policy Review Committee: 6/11/2026