

Policy Name:	Library Board Code of Conduct	Policy #:	B8
Version History: Approval June 15, 2023			

Purpose

The *Library Board Code of Conduct* policy provides ethical guidance in decision making for Port Moody Public Library Trustees.

Policy Statement

1. Foundational Principles

Library Trustees will perform their duties in a conscientious and diligent manner with integrity, accountability, and transparency. They will conduct themselves in a professional manner that serves the interests of the library and promotes public confidence. Trustees will treat one another, library staff, and members of the public with courtesy, dignity and respect without abuse, bullying, or intimidation.

2. Collective Leadership

Library Trustees will provide collective leadership to the Director of Library Services in support of the library's Mission, Vision, and Values. Trustees will adhere to the principle that the Director of Library Services is responsible to the entire board, and that no single trustee or committee has authority over the Director of Library Services.

Regardless of their personal viewpoint, trustees will not speak against, or in any way undermine board solidarity once a decision has been made.

3. Privacy and Confidentiality

Library Trustees will respect the privacy of others and subject to applicable laws, not disclose or release to anyone confidential information acquired by virtue of their role at the library. Trustees will meet this obligation even after they leave the board.

4. Conflict of Interest

A conflict of interest arises when there is a conflict between a Library Trustee's private duty or interest and their duties or interests as a Library Trustee. Examples include:

- Membership in an interest group seeking to influence library policy
- Participation in decision making on a matter with respect to which the Library Trustee may receive a direct or indirect pecuniary benefit
- Participation in decision making that affects the employment, remuneration, or profit of a spouse, family member, close relation, or friend
- Acceptance of gifts, accommodation or travel from a company which has or seeks a close relationship with the library

- Use of library property, equipment or resources for personal interests or profit, normal use of the library as a patron excepted

The above examples do not include matters related to expenses payable to one or more members of the library board in relation to their duties as members, nor do they include if a pecuniary interest is so remote or insignificant that it cannot reasonably be regarded as likely to influence the member in relation to the matter. For example, gifts may be received if they are within the normal standards of courtesy and do not compromise the integrity of the Library Trustee.

When a Library Trustee perceives they have or may have a conflict of interest, they shall declare the conflict PRIOR to discussion of the issue before the board. If a conflict of interest exists in respect of a matter considered at a library board meeting, the Library Trustee shall not engage in discussion respecting the matter, shall leave the meeting for the duration of debate, and must not vote on, nor attempt to influence the voting on, any question respecting the matter.

When a Library Trustee has questions or is uncertain whether they, or another member of the board, has a conflict of interest, the Library Trustee shall consult with the Board Chair who will assist in assessing and resolving the matter. For questions respecting an actual or potential conflict of interest for the Board Chair, the Board Vice-Chair will fulfill this consultative role.

The above is in addition to, and does not limit, the requirements of section 53 of the Library Act [RSBC 1996], which speaks to pecuniary conflicts of interest.

5. Political Neutrality

Collectively as a board, the library board will be neutral on all political issues that are not directly related to library services. The library will not support, endorse, or advocate for the viewpoints or beliefs of any one candidate, political party, organization or group. The board will decide which issues are related to library services by mutual agreement. This is distinct from and does not apply to staff creating displays to raise awareness about social issues.

Library Trustees may express their views as individual citizens, not as a representative of the library board. The Board Chair, as the public face of the library board, will exercise additional caution so as to not draw attention to their political affiliations in a way that may disadvantage the library.

6. Lobbying

Library Trustees are committed to the highest standards of transparency with respect to decisions made on behalf of the library, including the purchase of goods and services. Trustees will disclose to the library board as a whole if they have been, or are concerned that they may have been, subject to lobbying including the name of the individual(s) involved, who they represent, and the nature of the communication.