



TRUSTEE CODE OF ETHICS POLICY

The Northern Saguache County Library District (District) Board of Trustees (Board) is responsible for governance of the District in accordance with Colorado Library Law.

A Trustee must act in the best interests of the District as it serves our community, over and above other interest group involvement, membership on other boards or personal interests.

The Board shall deal promptly with lack of interest, poor attendance, or disregard of this policy on the part of any individual member.

To this end, Trustees must observe ethical standards with truth, integrity and honor and are committed to the following principles:

Individual Responsibilities

1. Remain well informed of developments that are relevant to issues that may come before the Board
2. Attend Board meetings regularly and inform appropriate persons about expected absences before meetings
3. Listen carefully and respect the opinion of other Board members
4. Refrain from criticism, in or outside of Board meetings, of fellow Board members or their opinions
5. Express individual viewpoints but work harmoniously with the Board toward consensus
6. Recognize that all authority is vested in the Board when it meets in legal session and not with individual board members
7. Not act on behalf of the Board unless specifically designated by the Board which includes interaction with the public or the media
8. Call to the attention of the Board any issues that may affect the District
9. Disclose to the Board any personal or private interest in a matter that is proposed or pending before the Board, shall not vote on the item and shall not attempt to influence the decisions of other members voting on the matter
10. Act impartially and not give preferential treatment to any organization or individual
11. Not discuss confidential proceedings of a Board's Executive Session
12. Not promise prior to a meeting how the Trustee will vote on any issue during the meeting
13. Not interfere with the duties of the co-directors or undermine their authority

District Management

1. Recognize that a Trustee's job is to ensure that the District is well managed, not to manage the District
2. Limit trusteeship role to policy governance and advocacy and refrain from individually directing the library co-directors or the staff

Financial Conflicts

1. Not use their Trustee status for private gain
2. Avoid situations where personal advantage or financial benefits may be gained at the expense of other library users
3. Not use "inside information" in personal or private business
4. Avoid using the Trustee position to obtain employment for self, family or friends
5. Withdraw from the Board if seeking employment with District
6. Not use any part of the library for personal advantage or the personal advantage of friends or relatives
7. Not accept nor give a personal gift in excess of \$50 from any individual, organization, contractor, or any other entity which does business with the District

Personal Accountability

1. Respect the agenda and abide by Board decisions on rules of order
2. Be prepared for all Board and committee meetings, and use meeting time productively
3. Consider short and long term effects of decisions
4. Work to learn more about a trustee's job and how to do it better
5. Treat others in a courteous, dignified and fair manner
6. Encourage and respect diversity of viewpoints and skills
7. Support intellectual freedom in the selection of Library materials
8. Attempt to interpret the needs of the community to the District and interpret the action of the District to the community
9. Represent the whole district and not a particular community or group
10. Refer complaints about the District to the proper level in the chain of command
11. Respect the confidential nature of District records within the framework which allows for the monitoring of material usage and the need for public accounting

Board President

Board President will:

1. Assume no authority to make decisions outside Board-dictated mandate
2. Assume no authority to speak for Board on issues not yet decided
3. Ensure that all issues that belong to Board governance are brought to the Board for consideration and all relevant material is available
4. Keep deliberation fair, open, thorough, but also efficient, timely, orderly and to the point

Please refer to the Trustee By-Laws and Trustee Handbook for more information.

November 14, 2012

Reviewed July 12, 2017

Amended July 16, 2024

Chair

NSCLD Board of Trustees