



## CLARENCE PUBLIC LIBRARY ETHICS POLICY - DRAFT

The Clarence Public Library is dependent on the trust of its community to successfully achieve its mission. **Therefore, it is crucial that all Board members and Key Employees\***, conduct business on behalf of the Clarence Public Library with the highest level of integrity, avoiding any impropriety or the appearance of impropriety.

\*"Key Employee" means any person who is in a position to exercise substantial influence over the affairs of the Clarence Public Library.

### Guiding Principles:

- Board members and Key Employees shall uphold the integrity of the Clarence Public Library and shall perform their duties impartially and diligently.
- Board members and Key Employees shall not engage in discrimination of any kind including that based on gender, race, color, national origin, ancestry, religion, creed, age, disability, familiar status, marital status, pregnancy, sexual orientation, gender identity or expression, military status, genetic predisposition, arrest or conviction status, domestic violence victim status, or any other basis protected by the federal, state or local law.
- Board members and Key Employees shall protect and uphold library patrons' right to privacy in their use of the library's resources.
- Board members and Key Employees shall not knowingly act in any way that would reasonably be expected to create an impression among the public that they are engaged in conduct that violates their trust as Board members or Key Employees.
- Board members and Key Employees shall not use or attempt to use their position with the Clarence Public Library to obtain unwarranted privileges or advantages for themselves or others.
- Board members and Key Employees shall not be swayed by partisan interests, public pressure, or fear of criticism.
- Board members and Key Employees shall not denigrate the organization or fellow Board members or Key Employees in any public arena.
- Board members shall distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the organization, acknowledging the formal position of the Board even if they personally disagree.



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- Board Members and Key Employees shall respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.
- Board Members and Key Employees shall be prepared to support to the fullest, the efforts of librarians in resisting censorship of library materials by special interest groups or individuals.
- Board Members who are elected to the library board are expected to perform all the functions of Library Board members.
- Board members and Key Employees shall act in accordance with the Conflict of Interest Policy adopted and amended by the Board.

**Compliance:**

If any Board member appears to be in conflict with the “Guiding Principles” above, he or she will be asked to meet with the Governance Committee to discuss the issue. The Governance Committee, comprised of the Board President and one trustee, and in consultation with the Director, will make recommendation to the full Board based on the findings. Key Employees who are or appear to be in conflict with the “Guiding Principles” will be asked to meet with the Governance committee, who will make a determination as to discipline or termination based on their findings.

*Adopted by Buffalo & Erie County Public Library Board of Trustees at a public meeting June 12, 2014 (supersedes “B&ECPL Conflict of Interest and Ethics Policy” adopted September 16, 2010.)*

*Amended July 20, 2017 per Resolution 2017-27.*

*Amended September 17, 2020.*

*Adopted by the Clarence Public Library Board of Trustees on June 24, 2024.*



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