

## BONFIELD PUBLIC LIBRARY

Policy Title: **Board Code of Conduct Policy**

Policy Number: 2014-12

Policy Approval Date: **April 7, 2014**

Policy Review Date: June 6, 2014

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### **Purpose and Scope**

The policy defines the manner in which Bonfield Public Library Board (BPL) members will fulfill their duties and carry on business with each other, with library staff and with the library's partners.

### **POLICY**

Bonfield Public Library Board Members are expected to act in an ethical and businesslike manner. This commitment includes the proper use of authority, appropriate decorum in group and individual behavior and respect for others and their contributions to the Bonfield Public Library.

Each board member is expected to become a productive participant in exercising the duties of the board as a whole.

Individual members of the board are responsible for exercising Due Diligence as follows:

- be informed of legislation under which the library exists, board bylaws, all library policies, mission, vision and values;
- be informed about the activities of the library and the community and issues that affect the library;
- attend board meetings regularly and contribute from a personal, professional and life experience to the work of the board;
- be prepared for all board meetings and use meeting time productively and
- Participate in all board development opportunities.

Individual members of the board are responsible for exercising a Duty of Loyalty, as follows:

- Adhere to the regulations of the Municipal Conflict of Interest Act. R.S.O. 1990, c. M50;
- act in the interest of the library members and community over and above other interest group involvement, membership on other boards, council or personal interest;
- speak with "one voice" once a decision is reached and a resolution is passed by the board and
- Represent the library positively to the community.

Individual members of the board are responsible for exercising a Duty of Care, as follows:

- promote a high level of library service;
- consider information gathered in preparation for decision making;
- offer personal perspective and opinions on issues that are subject to board discussion and decisions;
- show respect for the opinions of others;
- assume no authority to make decisions outside of board meetings;
- know and respect the distinction in the roles of the board and the staff;
- refrain from individually directing the Chief Executive Officer (CEO) and the staff without Board approval or outside of duties as an Officer;
- respect the confidential nature of library service to users while being aware of, and in compliance with, applicable laws governing freedom of information and
- Promote intellectual freedom.

Board Members will promote a positive, safe and supportive environment for all members of the public using the Library and Library staff. Violence, vandalism and inappropriate behaviour are not acceptable. All of the workplace violence and anti-harassment policies of the Bonfield Public Library apply to board members.

Board members may not participate in any BPL contest or for the benefit of the BPL that is open to members of the public. Even in the case where a board member may be considered to be participating as a customer. Immediate family members of board members may only participate in BPL contests where the winners are chosen randomly.

Board members may not be employed by the BPL

Any direction to staff requiring an extraordinary use of time or resources to complete shall be approved by a majority vote of the BPL Board or one of its Committees. Staff is responsible for identifying such directions. The BPL Board and/or Board Committee Chair will ensure that all staff queries and concerns about the extraordinary direction are answered before the work is undertaken.