



Library Board Code of Conduct

Governance

Policy

This code of conduct provides a framework to guide us in meeting our obligations as the members of the board of the Brantford Public Library. The obligations apply to our relationships with library staff, members, users and volunteers, residents of our community, council members and staff of The Corporation of the City of Brantford, other levels of government, suppliers and one another.

This code of conduct is an essential component of our board policies. It was developed to assure all stakeholders that our board is dedicated to conducting the business of the library with honesty and integrity. We strive to maintain high standards and to always have regard for the interests of the community we serve and of the taxpayers who fund the operations of the library.

This code of conduct is intended to be a summary statement of principles. More detailed policies exist or are being developed to address specific circumstances that may arise. The board is responsible for ensuring that such policies align with the principles stated in this code of conduct.

The core principles that we regard as essential to our achieving our mission include the following:

1. We will act honestly, with integrity and in the best interests of the Brantford Public Library. We will make decisions without regard to our personal interests. We will not allow outside interests to inappropriately influence our judgment.
2. We will support the principle of intellectual freedom in guiding the library's policies and operations.
3. We will serve conscientiously, diligently, and professionally. We will collectively and collaboratively employ best efforts to achieve the board's goals, mission, and vision, and to uphold the Library's values, as follows:

Mission: The Brantford Public Library enhances the quality of life in our diverse community. We invest in valuable experiences, resources, and services, in a welcoming and equitable environment for all.

Vision: The Brantford Public Library listens and adapts; to offer engaging services that foster development for our whole community.

Values:

We serve our customers with professionalism, respect and knowledge.

We welcome everyone and strive to reduce barriers to access.

We encourage curiosity and creativity.
We work in partnership.
We support lifelong learning and literacy.

4. We will prepare for meetings in order to make informed decisions. We will actively participate in carrying out the work of the board, including committee involvement.
5. We will convey decisions of the board to the library's CEO/Chief Librarian and we will not give any individual direction to any library staff. We will support the decisions of the board.
6. We will be respectful, transparent and fair in all relationships. We will maintain a culture of mutual respect and dignity in order to promote a healthy and productive work environment.
7. We will adhere to the law and comply with the policies of the board. We will maintain awareness of the laws and regulations applicable to our operations and activities. If we are uncertain, we will take steps to inform ourselves, including taking appropriate advice.
8. We will protect the library and its reputation by acting with integrity for the benefit of the community. We will not allow the misuse of the identity, reputation or assets of the board or library for any personal or political gain.
9. We will speak to the community, the media and government collectively with one voice and only through our authorized representatives. Authorized representatives include the CEO/Chief Librarian and Board Chair, or a delegate selected by both of them to respond to a specific situation. We will not attend community events and other functions as agents of the Board, or conduct business on behalf of the Board without prior authorization from the Board.
10. We will protect privacy interests according to law. While promoting transparency as expected of a public library, we will protect confidential information, both during and after service on the board.
11. We will be accountable for our individual and collective high performance. We will be curious, learn continuously, seek out different perspectives and challenge conventional approaches.

Complaints and questions about possible misconduct or failure to comply with this code of conduct should be brought to the attention of the board chair or vice chair, who will cause the matter to be investigated and addressed as required.

This code of conduct is a governance policy of the Brantford Public Library Board and is regularly reviewed by it.

History

Supersedes: Not applicable

Background documents, related policies: *Brantford Public Library Advocacy Policy;*
Brantford Public Library Organizational By-Law

Approval Date: November 2016 (Under previous title: *Brantford Public Library Board Code of Conduct*)

Revision History: September 2019, August 2024

Projected Review Period: 2027

Author: Governance Committee

Approval Level: Brantford Public Library Board