

Board of Trustees Policies

Board of Trustees and Library Employee Conflict of Interest Policy

No board member or employee of the Ticonderoga Black Watch Memorial Library shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation on the board. Other than compensation, no employee shall derive any personal profit or gain, directly or indirectly, by reason of his or her employment at the Ticonderoga Black Watch Memorial Library except through activities that may facilitate professional advancement or contribute to the profession such as publications and professional service and have been fully disclosed to the board.

Each individual shall disclose to the board any personal interest which he or she may have in any matter pending before the board and shall refrain from participation in any decisions on such matter.

Members of the Ticonderoga Black Watch Memorial Library board and staff shall refrain from obtaining any list of library patrons that results in personal benefit.

Statement of Associations

This is to certify that I, except as described on the reverse of this sheet, am not now nor at any time during this past year have been:

A participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party doing business with the Ticonderoga Black Watch Memorial that has resulted or could result in personal benefit to me.

Any exceptions to the above are stated on the reverse of this sheet with a full description of transactions, whether direct or indirect, which I have (or have had during the past year) with persons or organizations having transactions with Ticonderoga Black Watch Memorial Library.

Signature: _____

Printed Name: _____

Library Position: _____

Date: _____

Board of Trustees and Library Employee Ethics Statement

Ticonderoga Black Watch Memorial Library board members and employees are accountable for the resources of the library as well as to see that the library provides the best possible service to its community.

Every board member and employee makes a personal commitment to contribute the time and energy to faithfully carry out their duties and responsibilities effectively and with absolute truth, honor, and integrity.

Board members and employees shall respect the opinions of their colleagues and not be critical or disrespectful when they disagree or oppose a viewpoint different than their own.

Board members and employees shall comply with all the laws, rules and regulations that apply to them and to their library.

Board members and employees, in fulfilling their responsibilities, shall not be swayed by partisan interests, public pressure, or fear of criticism.

Board members and employees shall not engage in discrimination of any kind and shall uphold library patrons' rights to privacy in use of library resources.

Board members and employees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the library, acknowledging and supporting the formal position of the board even if they disagree.

Board members and employees must respect the confidential nature of library business and not disclose such information to anyone. Board members and employees must also be aware of and in compliance with Freedom of Information Laws.

Board members and employees must avoid situations in which personal interest might be served or financial benefits gained as a result of their position or access to privileged library information, for either themselves or others.

Board of Trustees

A board member or employee shall immediately disqualify themselves whenever the appearance of a conflict of interest exists.

Board members and employees shall not use their position to gain unwarranted privileges or advantages for themselves or others from the library or from those who do business with the library.

Board members shall not interfere with the management responsibilities of the library manager or the supervision of library staff.

Board members shall support the efforts of librarians in resisting censorship of library materials by groups or individuals.

Signature: _____

Printed Name: _____

Library Position: _____

Date: _____

Revised by the Board of Trustees

Date

Adopted by the Board of Trustees

2/27/2025