



BOARD OF TRUSTEES AND LIBRARY EMPLOYEE ETHICS POLICY

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

Guiding Principles:

- Board members and employees shall uphold the integrity of the Dolores Library District and shall perform their duties impartially and diligently.
- Board members and employees shall not engage in discrimination of any kind including that based on one's disability, race, creed, color, class, ethnicity, national origin, ancestry, religion, sex, sexual orientation, gender identity, gender expression, marital status, or belief system.
- Board members and employees shall protect and uphold library patrons' right to privacy in their use of the library.
- Board members and employees shall avoid situations in which their personal interests might be served and/or in which they stand to financially benefit at the expense of library users, colleagues, and/or the Library.
- Any Board member who has a personal or private interest in any matter proposed or pending before the Board shall disclose such interest to the Board, shall not vote thereon, and shall refrain from attempting to influence the decision of the other board members of the body in voting on the matter.
- Board members and employees shall not use or attempt to use their position with the Dolores Library District to obtain unwarranted privileges or advantages for themselves or others.
- Board members and employees shall distinguish clearly between their personal opinions and the official position of the Board in their actions and statements, acknowledging the formal position of the Board even if they personally disagree.
- Board members and employees shall not be swayed from faithfully performing their duties by partisan interests, public pressure, or fear of criticism.
- Board members and employees should, first seek to resolve conflicts and/or grievances related to their position or employment through appropriate internal channels.
- Board members and employees shall protect and conserve District property and shall not use such property for any unauthorized or unlawful purposes.
- Board members and employees shall respect the confidential nature of library business while being aware of and in compliance with applicable freedom of information, open meetings, and open records laws.
- Board members shall be prepared to support the efforts of librarians to promote access to information and freedom of information.
- 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 from their own.
- The Executive Director is accountable to the Board as a whole, not to individual Board members. Board members must recognize this in their interactions with the Executive Director.

Therefore:

To preserve and uphold the Dolores Library District's reputation as an organization of unimpeachable

integrity, each Board member and employee will sign an “Ethics Statement” at the commencement of his/her service with the Dolores Library District.

Compliance:

If any Board member or the Executive Director is or appears to be in conflict with this Policy, he or she will be asked to meet with the Board of Trustees to discuss the issue. Employees who are or appear to be in conflict with this Policy will be asked to meet with the Executive Director who will make a determination as to appropriate discipline, if any, based on the Executive Director’s findings and in accordance with Federal, State and local laws and the District’s Employee Handbook. A Board member who is aware of credible information suggesting that another Board member or the Executive Director has violated this Policy has an affirmative obligation to notify the Board of the potential violation.

Signature: _____ Date: _____

Printed Name: _____

Dolores Library District position: _____

ADOPTED: October 12, 2021

Revised June 9, 2026