



# ETHICS- BOARD OF TRUSTEES POLICY

Policy Number: 020

Effective Date: 4/20/2016  
Authorized by: Board of Trustees

Review Date: 4/01/2023  
Approved April 20, 2016

**1) Purpose:**

To clarify rules for Trustees when dealing with incidents, making choices that may pose a conflict of interest, and using Timberland Regional Library (TRL) resources.

**2) Scope:**

Applies to every TRL Trustee while performing duties as a Trustee. Trustees have the same library privileged as all library patrons.

**3) Background:**

None.

**4) Definitions:**

- A. Public trust and public confidence: are fundamental to a productive, effective public agency. To ensure confidence in government, as guardians of public facilities and public funds, no actual or perceived conflict between the public trust and private interest can exist.
- B. "TRL resources" include, but are not limited to: books, other library materials, information technology assets such as computers, work stations, data resources, electronic message systems, software, software licenses, fax machines, telephones, and cell phones and internet connections or accounts; documentation; copyrighted material; photocopiers; print shop equipment; facilities; vehicles; credit cards; supplies; the TRL mail service; furniture; equipment; and all similar systems.
- C. "Electronic message systems" include, but are not limited to: electronic mail (e-mail) systems that store and transmit typed communications, including the Internet; voicemail systems that store and transmit images; and all similar systems.

**5) Policy:**

A. Financial Conflict of Interest

- 1. Trustees will assure that their actions are fully consistent with the requirements of *RCW 42.23*.



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2. Special Privileges and Gifts: TRL Trustees may not seek or accept any gift, favor, special condition or price, loan, retainer, entertainment, meal, travel expense, compensation or other things of value from any vendor or supplier doing business or seeking to do business with TRL, unless the offer is part of an organized service available to others and agreed upon by TRL.

These references to gift or things of value, meals, entertainment, and expenses do not include such things as memorials, trophies, plaques or advertising materials of little or no economic value, or awards for a bona fide, non-recurring ceremonial occasion or official recognition. Nor does it include food or other items of nominal value offered generally to a large group.

3. Solicitation: TRL Trustees may not make personal solicitation anywhere, nor may they sell, or exhibit items for sale in libraries.

## B. Use of TRL Resources

1. TRL Trustees who use TRL resources are responsible for using the resources in an ethical and legal manner. TRL resources are provided to Trustees as tools to help them conduct TRL business. Except as provided herein, Trustees are not to use TRL equipment, services, information technology, staff time or other resources for personal purposes or gain.
2. Timberland resources are not to be used to promote discrimination on the basis of race, creed, color, gender, religion, disability, and sexual orientation; to sexually harass others; to infringe copyrights; to advance personal political or religious beliefs; or to engage in unlawful activity.
3. Library Facilities are to be used to conduct TRL business. Reasonable use of library facilities by TRL Trustees during non-open hours is permitted to conduct duties as TRL Trustees.
4. TRL Motor Vehicles are to be used only for the business of TRL. Personal use of TRL vehicles is not allowed.
5. TRL Trustees are to checkout and return the library materials they borrow, for personal use, within the same time limits set for the public. Policies governing circulation and renewal apply to Trustees' use.



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Trustees may not renew library materials when a hold has been placed on the material by another library user, may not change their place on the hold queue or keep materials for an extended period of time.

6. TRL telephones or cell phones are to be used for TRL business purposes. Limited personal use that does not result in additional cost to TRL is allowed. Trustees are expected to exercise good judgement in both the duration and frequency of personal calls.

Trustees traveling for TRL business may place brief calls to communicate safe arrivals and changes to itinerary.

7. TRL electronic message systems, including electronic mail, listservs, voicemail, fax and similar systems, are generally to be used for TRL business purposes only.

Limited personal use of TRL electronic message systems that does not result in additional cost is allowed. Trustees are trusted to exercise good judgement in the duration, frequency and content of such use.

8. TRL computers are to be used for TRL business only.

## 6) References:

- A. Communication Guidelines – Online Trustees Documents/Manual.
- B. Public Library Trustee Reference Manual – Code of Ethics.
- C. Code of Ethics of the American Library Association.

## 7) Citations:

- A. TRL Resolution #84-2.
- B. RCW 42.17.310.
- C. RCW 42.23.

*By the enactment of this policy the Board of Trustees of Timberland Regional Library is concurrently rescinding any prior policy or procedure within TRL that is either in conflict with or expansive of the matters addressed in this policy.*



Timberland Regional **LIBRARY**

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