

Dixon Public Library District

POLICY AND PROCEDURE HANDBOOK

POLICY TITLE: Code of Conduct for Library Commissioners
POLICY NUMBER: 7010

7010.1 The Library Commission is committed to providing excellence in legislative leadership which results in the provision of the highest quality of services to its constituents. In order to facilitate the relationship between and among members of the Library Commission, the following rules will be observed.

7010.1.1 The dignity, style, values and opinions of each Commissioner will be respected.

7010.1.2 Responsiveness and attentive listening in communication is encouraged.

7010.1.3 The needs of the Library District's constituents should be the priority of the Library Commission.

7010.1.4 The primary responsibility of the Library Commission is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the Library District are to be delegated to the District Librarian.

7010.1.6 Library Commissioners should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged.

7010.1.7 Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Library Commission takes action, each Commissioner should commit to supporting said action, and not act to create barriers to the implementation of said action.

7010.1.8 Library Commissioners should practice the following procedures:

7010.1.8.1 In seeking clarification on informational items, a Library Commissioner may directly approach the District Librarian to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision-making.

7010.1.8.2 In handling complaints from residents and property owners in the Library District, said complaints should be referred directly to the District Librarian.

7010.1.8.3 In handling items related to safety, concerns for safety or hazards should be reported to the District Librarian or the Library Safety Officer. Emergency situations should be dealt with immediately by seeking appropriate assistance.

7010.1.8.5 In seeking clarification for policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, said concerns should be referred directly to the President and the District Librarian.

7010.1.9 When approached by Library District personnel concerning specific Library District policy, a Library Commissioner should direct inquiries to the District Librarian.

7010.2 The work of the Library District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the Library District.

7010.2.1 When responding to constituent requests and concerns, Library Commissioners should be courteous, responding to individuals in a positive manner and routing their questions to the District Librarian.

7010.2.2 Library Commissioners should develop a working relationship with the District Librarian wherein current issues, concerns and Library District projects can be discussed comfortably and openly.

7010.2.3 Library Commissioners should function as a part of the whole. Issues should be brought to the attention of the Library Commission as a whole, rather than to individual members selectively.

7010.2.4 While pursuing the Library District's mission, Library Commissioners are responsible for monitoring the Library District's progress in attaining its goals and objectives.

Adopted 04/17/2006