

Dixon Public Library District

POLICY AND PROCEDURE HANDBOOK

POLICY TITLE: Code of Conduct for Governing Board
of Library Trustees

POLICY NUMBER: 8010

8010.1 The Governing Board of Library Trustees 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 Governing Board of Library Trustees, the following rules will be observed.

8010.1.1 The dignity, style, values and opinions of each Trustee will be respected.

8010.1.2 Responsiveness and attentive listening in communication is encouraged.

8010.1.3 The needs of the Library District's constituents should be the priority of the Governing Board of Library Trustees.

8010.1.4 The primary responsibility of the Governing Board of Library Trustees is the provision of free library service to the residents of the Library District. Inasmuch as the Governing Board of Library Trustees has established a Library Commission, the formulation and evaluation of policy is given to that Commission. Routine matters concerning the operational aspects of the Library District are to be delegated to the District Librarian.

8010.1.6 Governing Board of Library Trustees should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged.

8010.1.7 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 Governing Board of Library Trustees takes action, each Trustee should commit to supporting said action, and not act to create barriers to the implementation of said action.

8010.1.8 Governing Board of Library Trustees should observe the following procedures:

8010.1.8.1 In seeking clarification on informational items, a Governing Board of Library Trustees may directly approach the Library Commission President or the District Librarian to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision-making.

8010.1.8.2 In handling complaints from residents and property owners in the Library District, said complaints should be referred directly to the District Librarian.

8010.1.8.3 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.

8010.1.8.5 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 Library Commission President and the District Librarian.

8010.1.9 When approached by Library District personnel concerning specific Library District policy, a Governing Board of Library Trustees should direct inquiries to the District Librarian.

8010.2 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.

8010.2.1 When responding to constituent requests and concerns, Governing Board of Library Trustees should be courteous, responding to individuals in a positive manner and routing their questions to the Library Commission and the District Librarian.

8010.2.2 Governing Board of Library Trustees should develop a working relationship with the Library Commission and the District Librarian wherein current issues, concerns and Library District projects can be discussed comfortably and openly.

8010.2.3 Governing Board of Library Trustees should function as a part of the whole. Issues should be brought to the attention of the Governing Board of Library Trustees as a whole, rather than to individual members selectively.

8010.2.4 While pursuing the Library District's mission, Governing Board of Library Trustees are responsible for monitoring the Library District's progress in attaining its goals and objectives.