

Carbon County Library System

Library Board Conflict of Interest

Members of the Carbon County Library System Board of Directors shall recognize that as members of a public board, they are fulfilling a position of public trust, responsibility and authority endowed by the State of Wyoming. In honoring the high responsibility which his/her membership demands, the board member:

1. Shall remember that the first and greatest concern must be meeting the library's mission statement in serving all residents of Carbon County.
2. Shall bring about desired changes through legal and ethical procedures.
3. Shall uphold and enforce all laws pertaining to libraries.
4. Shall hold confidential all matters pertaining to library issues, which if disclosed, may needlessly injure individuals or facilities, and shall respect the confidentiality of information that is privileged under applicable law or executive session.
5. Shall recognize that decisions must be made by the board as a whole, make no personal promises or take private action, which could compromise the board, and recognize that authority rests only with the board in official meetings.
6. Shall endeavor to make policy decisions only after full discussion at publicly held board meetings.
7. Shall tender all decisions based on the available facts and refuse to surrender that judgment to individuals or special interest groups.
8. Shall refuse to participate in irregular meetings such as "secret" meetings, which are not official and in which all members do not have the opportunity to attend.
9. Shall encourage free expression of opinion by all board members and seek systematic communications among the board, public, library administration and staff.
10. Shall make certain that the board remains responsive to the community and shall communicate to board members and the Director, at appropriate times, expressions of public reaction to board policy and library service.
11. Shall avoid being placed in a position of conflict of interest and refrain from using the board position for personal or partisan gain.
12. Shall attend all regularly scheduled board meetings insofar as possible and become informed concerning the issues to be considered at those meetings.

13. Shall understand and accept that the basic function of the board is to make policy and not to administrate; and learn to discriminate between the two functions.
14. Shall refer all complaints to the Director and discuss them at a regular meeting after failure of administrative solution.
15. Shall refrain from voting on any matter or letting any contracts in which the board member or his/her immediate family or business associate stand to gain a pecuniary benefit from the action, as defined by W.S. Section 6-5-101.
16. Shall not knowingly make false or malicious statements about library employees or customers.

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Acknowledgement Form

1. All customer records are for library business only. Any other use is considered an invasion of customer's privacy and is in violation of the W. S. 16-4-203.
2. As a member of the Carbon County Library System Board of Directors I understand I may receive information concerning customer records as well as other library transactions and situations (i.e. behavior issues) relating to a customer.
3. That the foundation of library service is privacy for the individual.
4. I understand and will follow the approved policies of CCLS.
5. I understand requests for access to customers' records by police, sheriff's personnel, or any other authority or individual must be directed to the Library Director.

I have read and understand this memo concerning the confidentiality of customer's library card records and other customer situations.

(board members signatures on file)

Board member's signature

Date

Board member's printed name