



Code of Conduct and Ethics Statement

Adopted March 26, 2024

1. Introduction

- a. The purpose of this Kenosha Public Library Foundation (KPLF) Board Code of Conduct is to clearly define the conduct that is expected of members of the KPLF Board. This policy shall be reviewed every two (2) years. It is mandatory that board members sign the policy upon becoming a Board member as a statement of their intention to comply with its content. Failure to sign this policy may result in removal from the KPLF Board.
- b. The KPLF Board shall not be bound in any way by any individual's statement or action unless the Board, through an adopted policy or by a majority vote of Board membership, has delegated this authority to the individual member. When exercising their authority and individual rights, members of the Board are asked to be mindful of the impact their action may have upon the mission of the Board and the operation of the Kenosha Public Library.

2. Board Member Code of Conduct

As a Board member, I agree to:

- a. Act with honesty and integrity.
- b. Support in a positive manner all actions taken by the KPLF Board, even when I am in a minority position on such actions. I recognize that decisions of the KPLF Board can be made only by a majority vote at a Board meeting and respect the majority decisions of the Board, while retaining the right to seek changes through ethical and constructive channels.
- c. Participate in Board meetings and other events that enhance my skills as a Board member.
- d. Keep confidential information confidential.
- e. Have no more authority than other individual citizens when visiting the library.
- f. Follow the same rules and procedures as all library patrons.
- g. Not engage in prolonged visits when visiting the library, which keeps staff preoccupied and away from regular duties (employees are instructed to immediately notify the Library Director if individual Board members give them directives, criticize library personnel, attempt to undermine established authority or change of command or communication procedures, or otherwise engage in behavior outside the authority of any individual citizen).
- h. Work with and respect the opinion of my peers who serve this Board and leave my personal prejudices out of all KPLF Board discussions.
- i. Always act for the good of the organization and of the Kenosha Public Library.

- j. Represent the KPLF in a positive and supportive manner at all times.
- k. Observe parliamentary procedure and display courteous conduct at all KPLF boards, committees, and special meetings or events.
- l. Refrain from intruding on administrative issues that are the responsibility of management.
- m. Provide oversight of the financial condition of the KPLF.
- n. Avoid actions that represent a conflict of interest between my position as a Board member and my personal and professional life, even if those actions appear to provide a benefit for the KPLF. This includes using my position to the advantage of my friends and business associates. If such a conflict does arise, I will declare that conflict before the Board and refrain from voting on matters in which I have a conflict.
- o. Abide by the KPLF Board operating procedure and By-laws.

3. Ethics Statement

- a. KPLF Board members shall comply with all laws, rules, and regulations that apply to them and to their library.
- b. KPLF Board members shall immediately disqualify themselves whenever the appearance of or a conflict of interest exists.
- c. KPLF Board members shall not use their position to gain unwarranted privileges or advantages for themselves or others from the library or from those who do business in the library.

4. Corrective Action/Removal

- a. If a KPLF Board member is accused of violation of this Code of Conduct or Ethics Statement, a minimum of two (2) Board members will conduct an investigation into the accusation, and determine whether a violation of the policy did occur.
- b. If so, a majority of the KPLF Board members, not including the alleged violating member, will determine the appropriate action to be taken, up to and including, the recommendation of the removal from the Board.

By signing below, I state my intention to comply with the KPLF Board's Code of Conduct and Ethics Statement.

KPLF Board Member (Print Name)

Date

Signature