

ETHICS POLICY

The Pinckney Community Public Library, being a public institution, depends upon the trust of its constituents to fulfill its mission. The patrons of the Library have a right to expect, in fulfilling its mission, the Library and its employees, trustees, and officers will perform their duties honestly, efficiently and economically. In order to earn and maintain that trust, it is the declared policy of the Pinckney Community Public Library that all officials and employees must avoid conflicts between their private interests and those of the general public whom they serve. In order to ensure the integrity and impartiality of all officials, trustees, officers and employees of the Library the following guidelines are hereby established to assist in the separation of their roles as private citizens from their roles as public servants. It is expected that each individual official, officer, trustee or employee shall maintain the spirit of these guidelines as well as observing their letter.

“Library official, officer, trustee/employee” means a person appointed or otherwise serving in any capacity with the Pinckney Community Public Library in any position which is established by the Library Charter or the Michigan District Library laws which involves the exercise of a public power, trust, or duty. The term includes any official or employee of the Library, whether or not they receive compensation, including consultants and persons who serve on the Library Board.

No Library official, director, trustee or employee of the Pinckney Community Public Library shall solicit, accept or receive, directly or indirectly, any gift, whether in the form of money, service, loan, travel, entertainment, hospitality, thing or promise, or in any form, under circumstances in which it can reasonably be inferred that the gift is intended to influence him or her in the performance of their official duties or is intended as a reward for any official action on their part.

No Library official, director, trustee or employee of the Pinckney Community Public Library shall use, or attempt to use, their official position to unreasonably secure, request or grant, any privileges, exemptions, advantages, contracts, or preferential treatment for themselves or others.

No Library official, director, trustee or employee of the Pinckney Community Public Library who acquires information in the course of their official duties, which information by law or policy is not available at the time to the general public, shall use such information to further the private economic interest of themselves or anyone else.

No Library official, director, trustee or employee of the Pinckney Community Public Library shall participate, as an agent or representative of the Library, in approving, disapproving, voting, abstaining from voting, recommending or otherwise acting upon any matter in which he or she has a direct or indirect financial interest without disclosing the full nature and extent of their interest. Such a disclosure must be made before the time to perform their duty or concurrently with that performance, if the officer or employee is a member of a decision making or advising body, they must make

disclosure to the chairperson and other members of the body on the official record. Otherwise, a disclosure would be appropriately addressed by an appointed officer or employee to the President of the Library Board, or by the Present to the general public.

No Library official, director, trustee or employee of the Pinckney Community Public Library shall engage in or accept employment or render services for a private or public interest when that employment or service is incompatible or in conflict with the discharge of the official or employee's official duties or when that employment may tend to impair his/her independence of judgment or action in the performance of official duties.

No Library official, director, trustee or employee of the Pinckney Community Public Library shall engage in a business transaction in which the public, city official, or employee may profit from his/her official position or authority or benefit financially from confidential information which the Library official, director, trustee or employee has obtained or may obtain by reasons of that position or authority.

No Library official, director, trustee or employee of the Pinckney Community Public Library shall suppress any public Library report, document or other information available to the general public because it might tend to affect unfavorably his or her private financial or political interest.

No Library official, director, trustee or employee of the Pinckney Community Public Library shall, directly or indirectly, make use of or permit others to make use of Library property of any kind for purely personal gain. Library official, director, trustee or employee should protect and conserve all Library property including equipment and supplies entrusted or issued to them.

It is the intention from the previously stated Code of Ethical conduct that Library officials, directors, trustees, or employees avoid any action, whether or not specifically prohibited by the above, which might result in, or create the appearance of:

1. Using public employment or office for private gain
2. Giving or accepting preferential treatment to or from any organization or person
3. Impeding Library efficiency or economy
4. Losing complete independence or impartiality of action
5. Making a Library decision outside official channels
6. Affecting adversely the confidence of the public or integrity of the Library
7. Giving or accepting preferential treatment in use of Library property

The declaration of policy is not intended to prevent any official/employee of the Pinckney Community Public Library from receiving compensation for work performed on his/her own time as a private citizen and not involving Library business.

All matters concerning the ethical code shall be directed to one of the two following controlling authorities depending upon the employment status of the official, director,

trustee or employee of the Pinckney Community Public Library involved, or group concerned, and the nature of the action requested. Matters concerning Trustees or the Library Director shall be directed to the President of the Library Board. Matters concerning employees, full and part-time, shall be directed to the Library Director and matters concerning the President of the Library Board shall be directed to a Library Board Member.

The above listed authorities when requested, shall take appropriate action upon any complaint, request for information, or otherwise resolve matters concerning the ethical code policy of the Pinckney Community Public Library. The appropriate action to be taken in any individual case shall be at the discretion of the controlling authority involved, which may include but is not limited to any of the following:

1. Referral of the matter to a higher authority.
2. Pursuing further investigation by the controlling authority.
3. Taking appropriate disciplinary action, including removal from office, position or employment, in accordance with city ordinances, state law, or regulations and policies of the Library.
4. Deem no action is required.
5. Pursuing such other course of action, which is reasonable, just and appropriate under the circumstances.

The above listed controlling authorities may render written advisory opinions, when deemed appropriate, interpreting the ethical code. Any Library official, director, trustee or employee may seek guidance from the controlling authority upon written request on questions directly relating to the propriety of their conduct as officials and employees. Each written request and advisory opinion shall be confidential unless released by the requester.