

**POLICY 201**  
**LLD BOARD OF TRUSTEES CODE OF CONDUCT & ETHICS**

Clear standards of conduct and ethics guidelines are essential in ensuring public confidence in its government. It is the aim of this Policy to establish that Lisle Library District (LLD) Trustees conduct themselves with integrity and adhere to the highest ethical standards. The LLD Board of Trustees shall act in accordance with all local, state, and federal statutes as well as with all LLD policies, procedures, resolutions, and ordinances.

LLD Trustees have the fiduciary responsibility for all resources of the Library. These resources include staff, finances, facility/campus, materials, communications, and services. Each Trustee makes the commitment to carry out his/her responsibilities effectively and with honor.

**A. Legislation/Compliance**

1. Illinois Governmental Ethics Act (5 ILCS 420)  
Trustees shall annually file a Statement of Economic Interest.
2. Illinois State Officials and Employees Ethics Act (5 ILCS 430)  
All units of local government are required to adopt regulations in compliance with the requirements of the Act.
3. Open Meetings Act (5 ILCS 120)  
Trustees shall comply with the provisions of the Open Meetings Act in order to discuss and conduct District business.
4. Freedom of Information Act (5 ILCS 140)  
Trustees shall comply with the provisions of the Freedom of Information Act when pertinent to the LLD.

**B. Authority**

1. LLD Board discussion and decisions shall be made at publicly held Board meetings.
  - a. Decisions are made by a majority of the Board.
  - b. Trustees shall abide by majority decisions of the Board while retaining the right to seek change through ethical and constructive channels.
  - c. An individual Board member has no authority to determine policy, give direction, or to act/speak for the Board unless specifically authorized to do so by official Board action.
  - d. The LLD Board establishes policy, the LLD Director administers policy.
2. Branding/LLD Logo
  - a. The official logo of the LLD is proprietary to the LLD and shall be limited to Board-authorized uses.
  - b. Trustees shall not utilize the LLD logo for personal, political, or financial gain.

### C. Administrative Office

1. LLD Trustees are afforded a specific code to access the LLD Administrative Office. Trustees shall not share their code with any other person.
2. Only LLD Trustees are allowed access to the Administrative Office. Trustees shall not bring adult guest/s within the Office.
3. Trustees shall not disturb staff desks or files within the Administrative Office.
4. Trustees shall not proceed beyond the Administrative Office to employee-only areas such as the staff break room, Department/Director offices, storage room, mechanical rooms, or receiving area. Should a Trustee wish to review such areas, the Trustee shall contact the Director for a scheduled tour.
5. Trustee duties, such as reviewing accounts payable, shall be conducted within the Administrative Office. Should the office space be fully occupied, Trustees may review documents at a public table or within a study room on the Adult Services floor. At no time should Administrative Office documents/records leave the facility.
6. Office mailboxes are provided to all Trustees. Mailboxes are located within the Administrative Office. Trustees shall not review, search, or open another Trustee's mail. Mail within the respective Trustee's mailbox may leave the facility.

### D. Representation

1. Trustees are elected at-large in non-partisan elections and represent all residents of the District.
2. Trustees shall avoid any conflict of interest or the appearance of impropriety in service to the District.
3. Outside of a Board meeting, when stating an opinion about LLD matters, Trustees shall disclose that their views/opinions are expressly their own and not of the Board.
4. Trustees shall not intentionally or negligently post/state incorrect or incomplete information about the LLD. Trustees shall make every effort to correct misinformation if at all possible.
5. Trustees shall not use their Board position for personal gain and shall refuse to surrender their responsibilities to special interests or partisan groups.
6. Trustees shall not promise anything of value in relation to the LLD, including but not limited to positions/opportunities, favorable treatment, awarding of public contracts, or contributions/financial support to any group or candidate/s for elective office.
7. Trustees shall not solicit, accept, offer, or make campaign contributions on LLD property.
8. Trustees shall not accept campaign contributions from LLD vendors.
9. Trustees shall not use their Board position to intimidate LLD employees to conduct any activities for his/her own personal gain, or for the gain of others. Trustees shall not require or imply that employees take part in prohibited political activity as part of their duties or as a condition of employment. Examples of prohibited political activity include:
  - a. Preparing for, organizing, or participating in a campaign meeting/event.
  - b. Preparing documents or promotional materials related to a campaign.
  - c. Distributing, preparing for distribution, or mailing campaign material.
10. Trustees shall not conduct any political/campaign activity using LLD funds, non-public equipment, or supplies.

#### E. Decorum

1. Trustees shall not engage in discrimination of any kind and shall uphold patrons' rights to privacy/confidentiality.
2. Trustees shall not disclose confidential, exclusive, or closed session information unless specifically authorized by Board action.
3. Trustees shall encourage the free expression of opinion by fellow Board members and shall contribute to Board discussions in an open, honest, and respectful manner.
4. Trustees shall not monopolize discussions, interrupt others, or conduct side conversations during Board meetings.
5. Preparing for, attending, and actively participating in Board meetings is expected of all Trustees.
6. Whether in-person, on paper, or via digital communications, Trustees are expected to exhibit professional behavior and respectful communications when referring or responding to LLD matters, personnel, or other Trustees.
7. It is the expectation that Trustees advocate for and promote the LLD's services, programs, and resources.
8. Trustees shall not obstruct, encumber, or interfere with the official operations of other independent community organizations.
9. To ensure clear decision-making and responsible conduct, Trustees shall not participate in LLD activities/meetings while in a state of intoxication.

#### F. Director

1. Trustees shall respect the delegated authority of the LLD Director and honor the chain of command. Trustees work directly with the LLD Director and shall not give direction to other LLD staff.
2. Requests for information concerning District operations shall be made to the Director. Trustees shall recognize that the Director will balance all Trustee requests with his/her regular daily duties in expediting Trustee information.
3. Board suggestions for new policies or policy edits shall be referred to the respective Committee Chair and Director for research, evaluation, and draft work.
4. In efforts to conduct productive Board meetings, Trustees shall submit questions in advance so that the Director can research answers in a timely fashion.
5. Should a Trustee wish to meet with the Director for a comprehensive discussion, the Trustee shall request a scheduled meeting.

## G. Breaches

Board members are expected to act responsibly and hold themselves to the highest ethical standards. Breaches of the LLD Trustee Code of Conduct may result in a public correction, official rebuke, or censure. When breaches occur, the Board President<sup>1</sup> shall address inappropriate behavior in an open meeting so to ensure that the public does not mistake the action as endorsed by the Board.

### 1. Public Correction/Rebuke

A public correction is an official Board statement to address misinformation, enhance understanding, and/or rectify a situation. A Board rebuke is an official admonishment which may lead to censure.

- a. Upon any breach, as soon as possible, the Board President shall speak with the member who provoked a public correction/rebuke in order to dissuade any further breaches, to encourage a public apology, and to apprise the member of possible censure.
- b. Should a breach occur without acknowledgment from the Board President, another member may raise a point of order within a public meeting and/or inform the President of the breach via email to prompt a public correction/rebuke.
- c. Should the Board President disagree with announcing a public correction/rebuke, a majority of a quorum may request an item to be placed on the next regular meeting agenda for discussion, and possible correction/rebuke.

### 2. Censure

Any violation of the LLD Trustee Code of Conduct, dereliction of duty, conflict of interest, or inappropriate behavior may result in a Resolution of Censure as drafted and adopted by the Board. A Resolution of Censure is an official condemnation and reprimand of a Trustee by the Board and:

- a. Must be approved by a majority of Board members in an open meeting.
- b. Is enacted with the hope to deter and reform unethical behavior.
- c. Does not remove a member from the Board nor does it hinder the ability to attend meetings, make motions, or vote.

Procedure for a Resolution of Censure:

- d. A member may call for a formal censure in open meeting or via email to the Board President, copying the Director.
- e. A majority of a quorum is required to draft a Resolution of Censure.
- f. Trustees shall individually email the President and Director with the censure request and list the charge/s.

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<sup>1</sup> Should the Board President be the subject of the correction, rebuke, or censure, the Board shall adhere to the chain of command as follows: Vice President, Secretary, and Treasurer.

- g. Upon receipt of three Trustee requests to draft a Resolution of Censure, the Director shall inform the entire Board and LLD attorney of the censure request and list of charges via email, by the end of the next business day.
- h. The Director shall consult with the Board President in drafting the Resolution.
- i. The drafted Resolution of Censure shall be on the agenda of the next regularly scheduled Board meeting. In special cases, the censure may compel an Executive Session hearing or the President may call a Special Meeting dependent on the severity of breach.
- j. The Resolution of Censure agenda item allows for discussion, amendment, and allows the subject to respond to the charge/s before votes are cast.

Persistent and/or flagrant breaches or multiple censures may result in the Board invoking further legal consultation and seeking a court injunction.

Adopted 11/13/19