Board of Trustee Ethics, Conduct and Responsibility Policy

The purpose of this policy is to set forth minimum standards of ethical conduct and responsibilities for the Coeur d'Alene Public Library Board of Trustees that may not be enumerated in State of Idaho or City of Coeur d'Alene codes and rules, the Board of Trustees Bylaws, or in other library policies.

1. Trustees shall uphold the mission of the library to provide access to everyone to information, ideas, programs, facilities, and resources without bias or discrimination.

2. Trustees shall uphold patrons' rights guaranteed in the United States Constitution, including rights to privacy and free speech.

3. Trustees shall receive comments and concerns expressed by members of the public and shall allow library staff ample opportunity to address such comments and concerns before acting on them at a meeting of the board.

4. Trustees shall refer inquiries from the press to the board chair or library director or their respective designees to provide a consistent response.

5. Trustees may speak as individuals, but they should encourage patrons to direct their questions about policies and procedures to the library director or designee.

6. Trustees shall respect the opinions of their fellow trustees and conduct themselves with respect and decorum when they disagree or oppose a viewpoint different from their own.

7. Trustees must distinguish clearly between their personal philosophies, opinions, and positions and those of the library, acknowledging and supporting the formal position of the board, even if they disagree.

8. Trustees shall not endorse any product, service or enterprise that inures to the private gain of friends, relatives, or persons with whom the trustee is affiliated in a nongovernmental capacity.

9. Trustees shall leave actual management of the library to the library director, whose responsibility it is to supervise day-to-day operations, hire staff, and oversee the selection of library materials, equipment, and supplies per Idaho Code 33-2608.

10. Trustees shall adhere to the ethical principles for governance as outlined within Idaho Code Title 74, Chapter 4. Trustees shall assure the independence, impartiality and honesty of the board while performing its functions for the library, and prevent special interests from unduly influencing board action.

11. Trustees shall respect confidential information that is protected under the Idaho Public Records Act per Idaho Code Title 74, Chapter 1. In addition, trustees shall not divulge information regarding future board actions or plans until such action is officially taken.

12. Trustees shall conduct meetings in accordance with Idaho Open Meeting Law per Idaho Code Title 74, Chapter 2. The board shall not hold meetings without the library director or designee.

13. All policies, rules and assignments given to the library director are to be approved by a quorum of the board at a meeting held under the provisions of Idaho Open Meeting Law. All five trustees, including the board chair, are equals and abide by this rule.

14. Trustees shall pursue opportunities to improve their knowledge and understanding of Coeur d'Alene Public Library, libraries in general, and changing conditions which may impact the way the library provides service to citizens.

Content within the Idaho Commission for Libraries Trustee Manual and the Pierce County Library System (Washington) Policy on Trustee Ethics, Conduct and Responsibility assisted in the creation of this policy.

Approved by Board of Trustees: November 2022

Trustee's Signature — Date: 2/25/2026

Jim Windisch
Trustee's Printed Name

Trustee's Signature — Date: 2/25/2026

Ruth Pratt
Trustee's Printed Name

Trustee's Signature — Date: 2-25-2026

Kathleen Sayler
Trustee's Printed Name

Trustee's Signature — Date: 2/25/26

TONYA COPPEDGE
Trustee's Printed Name

Trustee's Signature — Date: 2-25-26

Melisa Carper Bell
Trustee's Printed Name