

REUBEN HOAR LIBRARY TRUSTEE ETHICS STATEMENT AND CODE OF CONDUCT

Since 1887, the Board of Trustees of the Reuben Hoar Library has been dedicated to the administration of this essential town asset. Six members are elected from the townspeople of Littleton to serve three-year terms on the Board of Trustees. The Board has the legal responsibility to the Town of Littleton for the operation of the Reuben Hoar Library. The Board manages all funds appropriated for or donated to the Library, establishes policies to govern all aspects of Library operations, and develops plans to enhance and broaden Library services for the community. The Board directly oversees the Library Director, with the overarching goal to act in concert with the staff to make patron service the continuing priority. The Board welcomes citizen participation and invites all interested people to meetings.

Trustees are accountable for the resources of the library as well as for ensuring that the library provides the best possible service to its community. Every Trustee makes a personal commitment to contribute the time and energy to faithfully carry out their duties and responsibilities effectively and with absolute truth, honor and integrity. The following Code of Conduct, though by no means exhaustive, identifies key obligations and best practices.

- Trustees shall comply with all the laws, rules and regulations that apply to them and to the Library, remembering that they represent the Town of Littleton and the Reuben Hoar Library at all times
- Trustees should treat all members of the board with respect despite differences of opinion: Professional respect does not preclude honest differences of opinion but does require respect within those differences
- Trustees should strive to be well informed concerning the local and state duties of a board/committee member whenever applicable
- Trustees, in fulfilling their responsibilities, should not be swayed by partisan interests, public pressure, or fear of criticism and should remain mindful that they have accepted their position as a means of unselfish public service rather than for personal, professional or financial benefit.
- Trustees shall not engage in discrimination of any kind and should commit to equity and inclusion.

- Trustees shall respect the confidential nature of library business and not disclose such information to anyone, upholding library patrons' rights to privacy in the use of library resources.
- Trustees should distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the library, acknowledging and supporting the formal position of the Board, regardless of whether they personally agree.
- Trustees shall avoid situations in which personal interests might be served or financial benefits gained as a result of their position or access to privileged library information, disqualifying themselves whenever the appearance of or a conflict of interest exists.
- Trustees shall not interfere with the management responsibilities of the director or the supervision of library staff.
- Trustees shall, unless specifically exempted (e.g. Executive Session), conduct the business of the public in a manner that promotes open and transparent government and maintain full compliance with the Open Meeting Law (MGL Chapter 39, Section 23B)
- Trustees shall affirm the American Library Association Bill of Rights, Freedom to View, and Freedom to Read policy statements and support the efforts of librarians to acquire and manage the library's collections as guided by the library's policies.

Signature_____ Date_____

Approved by
Reuben Hoar Library Trustees
December 11, 2025