

**Community Library of Castle Shannon Board of Trustees
Responsibilities of a Library Trustee
Duties and Conflict of Interest Statements and Signatures for 2025**

Duties*:

1. A Community Library of Castle Shannon Trustee ("Trustee") is accountable for the resources of the Library as well as to see that the Library provides the best possible service to its community.
2. A Trustee must maintain a personal commitment to contribute the time and attention to effectively carry out duties and responsibilities with integrity.
3. A Trustee shall respect the sharing of opinions and viewpoints of others.
4. A Trustee shall comply with the Trustee By-Laws and Library Policies.
5. A Trustee, in fulfilling responsibilities, shall not be swayed by partisan interests or public pressure.
6. A Trustee shall not engage in discrimination of any kind and shall uphold library patrons' rights to privacy in the use of library resources.
7. A Trustee must distinguish clearly in actions and statements a separation between personal philosophies and attitudes and those of the library, acknowledging and supporting the formal position of the Board even if there is disagreement.
8. A Trustee shall support the Library Director's management of the Library.

Conflict of Interest*:

1. A Trustee must avoid situations in which personal interests might be served or financial benefits gained as a result of the position or access to privileged library information.
2. A Trustee shall immediately self-disqualify from the board position whenever the appearance of or a conflict of interest exists.
3. A Trustee shall not use the position to gain unwarranted privileges or advantages from the library or from those who do business with the library.

Board Member Signatures:

Signature	<u>Donna Phillips</u>	Date	<u>1/9/25</u>
Signature	<u>Lisa H. Sharple</u>	Date	<u>1/9/25</u>
Signature	<u>Kevin J. Landry</u>	Date	<u>1-9-25</u>
Signature	<u>Mary D. Craig</u>	Date	<u>1-9-25</u>
Signature	<u>Laura Newman</u>	Date	<u>1/9/25</u>
Signature	_____	Date	_____
Signature	_____	Date	_____

*Statements are referenced from the Official Statement from United for Libraries, a public division of the American Library Association.