

## Community Library of Castle Shannon Board of Trustees

### Responsibilities of a Library Trustee Duties and Conflict of Interest for 2026

#### 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 the duties and responsibilities with integrity.
3. A Trustee shall respect the sharing of opinions and viewpoints of Trustee colleagues.
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, for either themselves or others.
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.
4. A Trustee shall support the operations and management responsibilities of the Library Director.

#### Board Member Signatures:

Signature Donna Phillips Date January 8, 2026  
Signature Brandi J. Priday Date January 8, 2026  
Signature Christine Marriott Date January 8, 2026  
Signature Brandi Rindge Date January 8, 2026  
Signature Maurice Lackey Date January 8, 2026  
Signature Mary D. Craig Date January 8, 2026  
Signature \_\_\_\_\_ Date \_\_\_\_\_

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