**TOWN OF GAINESVILLE PUBLIC LIBRARY, SILVER SPRINGS, NEW YORK**

**Director & Treasurer Code of Ethics**

Adopted by the Board of Trustees: October 28, 2024

In my role as Director or Treasurer of the Gainesville Public Library (“the Library”), I will adhere to and advocate, to the best of my knowledge and ability, the following principles and responsibilities governing professional conduct and ethics:

* Act with honesty and integrity, avoiding actual or apparent conflicts of interest in personal and professional relationships.
* Provide the Board of Trustees with information that is complete, objective, relevant, timely, and understandable.
* Review the annual reports before certifying and filing them with various interested parties as may be required.
* Comply with all applicable laws, rules, and regulations of federal, state, and local governments and other private and public agencies.
* Act in good faith, responsibly, with due care, competence, and diligence, without misrepresenting material facts or allowing my independent judgment to be subordinated.
* Respect the confidentiality of information acquired in the course of business except when authorized or otherwise legally obligated to disclose such information. I shall not use confidential information acquired in the course of business for personal advantage.
* Proactively promote ethical behavior among employees of the Library and as a responsible partner with professional peers and associates.
* Maintain control over and responsibly manage all assets and resources employed or entrusted to me by the Library.
* Report illegal or unethical conduct by any director, officer, or employee that has occurred, is occurring, or may occur, including any potential violation of this Code. Such a report shall be made to the Board of Trustees.
* Comply with this Code and the general code of conduct and ethics of the Library that may exist. I understand that if I violate any part of this Code, I will be subject to disciplinary action.

I understand that this Code is subject to all applicable laws, rules, and regulations. I understand that if there is a conflict between this Code and a Library policy or procedure or any applicable law, rule, or regulation, then I must consult with the Library’s legal counsel for guidance. I understand that there shall be no waiver of, modification of, or change to any part of this Code except by vote of the Board of Trustees or designated Board committee.

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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