



Code of Conduct

In accordance with the *Libraries Act and Regulation R.S.A. 2000 Chap. L-11*, as amended, (*the Act*) Library System Boards exist to develop, promote, provide and monitor Marigold services. To this end, Marigold Board Members shall be committed to the following principles:

1. The primary goal of Marigold Board Members is to ensure that the public has access to the highest quality library services possible. While serving Marigold and attending Marigold Board meetings, Board Members must prioritize the interests of Marigold and be engaged participants.
2. Marigold Board Members shall treat others in a courteous, respectful, professional and helpful manner.
3. Marigold Board Members should limit their role to policy governance, advocacy and fiduciary oversight.
4. Marigold Board Members should distinguish between their personal views and those of the organization by respecting the position of the Board.
5. Marigold Board Members, including Council members, may bring skills and knowledge from their other roles, but represent the interests of Marigold when it comes time to vote or make decisions.
6. Marigold Board Members shall avoid any conflict of interest by declaring situations where personal interests are, or may be perceived to be, in conflict with Marigold's interests and/or may result in personal gain. They shall abstain from any discussion and voting on such matters.
7. Board members shall attend Marigold Library Board meetings or arrange for a Council-appointed alternate to attend. Board members should be prepared and share Marigold news and decisions with Municipal Council and Municipal Library Board.
8. Board Members shall not attempt to exert any supervisory responsibilities. Board Members only have one employee - the CEO. Marigold headquarters staff fall under the responsibility of the CEO. If a Board Member has a concern about staff performance, the concern should be communicated to the CEO.
9. Marigold Board Members shall become familiar with and conduct themselves in compliance with specific expectations and responsibilities as outlined in Marigold's foundational documents, such as the *Marigold Agreement* and *the Act*.

10. Marigold Board Members should respect the established structure of the library system and attempt to work harmoniously with the Board.
11. Marigold Board Members shall safeguard Marigold's confidential information, including that of its patrons, community and business partners, and its assets and resources. Board Members must keep confidential and may not discuss any information or discussion disclosed in closed sessions or in camera meetings of the Board, Executive Committees or any sub-committees.
12. Marigold Board Members shall support intellectual freedom in the selection and deselection of library material.
13. Board Members shall demonstrate ethical and professional conduct; this commitment includes proper use of authority and appropriate actions in group and individual behaviour when serving as Board Members.

Approved by the Governance Committee
October 22, 2022
Approved by the Marigold Library Board
January 28, 2023
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