

KPL Trustees Policy Committee Agenda

January 14, 2025

1. Approval of past meeting minutes
2. New Business - review of policy
Membership in Organizations
3. Old Business - update on policies for upcoming review
4. Next Meeting - schedule time / review agenda

Membership in Organizations **Adopted:** **Revised:**

~~Memberships in Library Organizations~~

~~All Trustees are encouraged to become members of: New Hampshire Library Trustees Association ([NHLTA](#)), Association of New Hampshire Library Friends (ANHLF), and the New Hampshire Library Association ([NHLA](#)).~~

~~Membership in Civic, Service and Business Organizations~~

~~The Library as an organization will not be a member of the Chamber of Commerce or other civic organizations. Members of the Library Staff may belong to such organizations as individuals and participate in their programs.~~

Institutional Membership

Keene Public Library may have institutional membership in organizations that promote the advancement of library services, promote education, enhance the professional standing of its personnel, and facilitate favorable community relations. Library funded memberships shall be limited to groups, organizations, or clubs organized primarily for business purposes including business leagues, trade associations, or professional organizations. The Library will not join groups organized primarily for pleasure, recreation or other social purposes.

Library funds should be used for institutional level memberships, to allow participation by several or alternate employees. Library funds may only be used for personal membership if institutional membership is unavailable, and the Director determines that membership in the organization is of sufficient value to the Library. Staff must notify their supervisor if they hold a personal membership paid with Library funds when they terminate their employment or become ineligible to use the membership.

When approving new or renewal of memberships in an organization, the Director or their designated representatives will evaluate each request to ensure that membership:

- will not be duplicate affiliations already held by the City of Keene and available to multiple departments,
- be duplicative in function to memberships already held, and
- costs balance the benefits the Library expects to derive from the membership.

Staff Involvement in Organizations

With approval from the Director, and subject to the following guidelines, staff may participate in organizations connected to their field of expertise while using Library resources, including paid time and equipment.

- Participation in the organization must benefit the library through professional development of the staff and/or improved community or professional relations for the Library.
- The budget and staffing schedule allows the person to be away from their regular library duties and participation will not interfere with the staff member's duties as a whole.
- Staff members must disclose potential conflicts of interest and refrain from using their library affiliation to personally benefit from or endorse any organization or its activities, especially if it could create a conflict with the library's mission or policies. If a conflict of interest arises, staff members must disclose it to their supervisor and take necessary steps to mitigate the conflict, which may include recusing themselves from relevant decisions or activities.
- When representing the library in external organizations, staff members must adhere to the library's code of ethics and professional standards of conduct.
- Public statements made by staff members representing the library must be aligned with the library's official position and not reflect personal opinions without clear disclosure.
- Any significant changes to their involvement must be communicated promptly to their supervisor. Staff members seeking leadership positions within external organizations shall consult with their supervisor to ensure the proposed role is compatible with their library responsibilities, will be of benefit to the Library or the community, and does not create potential conflicts of interest.