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Maryville Public Library Policy

Section B: EXECUTIVE BOARD BYLAWS,
ADMINISTRATION

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Whistleblower Policy

Maryville Public Library is committed to the highest standards of openness, honesty, and accountability. Employees, trustees, volunteers, and other individuals with serious concerns about any aspect of the library's ongoing operations are expected to come forward and voice those concerns. This policy is intended to encourage and enable employees to voice significant concerns about any activities that appear to be unlawful, unethical, or in violation of the library's stated policies.

The Library does not support any activity that fails to stand the closest possible public scrutiny. Accordingly, employees, trustees, and volunteers must ensure their actions cannot be interpreted as being in any way, in breach of the laws and regulations governing the Library's operation.

The Library encourages staff to report suspected wrongful conduct to include

- Theft, misuse, or other misappropriation of Library property, resources, or assets;
- Improper records destruction. (Financial records should be maintained 6 years.);
- Providing false or misleading information;
- Mismanagement of funds;
- A substantial and specific danger to public health or safety;
- Forgery or unauthorized alteration of documents; and
- Concealing any of the above actions.

Employees and volunteers uncertain about the application or interpretation of any legal requirements should refer the matter to the Library Director, who, if necessary, should seek the advice of the Board of Trustees or the library's attorney.

PROCEDURE FOR SHARING A CONCERN

For less serious issues, employees should normally raise concerns with the library director. In general, this Whistleblower Policy should be applied for issues that are potentially more serious and/or sensitive.

The first step is to notify the library director. If the subject of the allegation is the library director, then the executive officers of the Library Board of Trustees should be contacted. In all cases, an initial investigation will determine whether or not a full investigation is required by the trustees. Staff making a report should not discuss the situation with anyone other than the individuals listed above.

Concerns should be submitted as a written report to include the background and history of the situation or behavior, all pertinent dates, and as much detail as possible, including the reason why the author suspects fraud, theft, or corruption. The earlier the concern is reported, the easier it is to investigate. Although staff are not expected to prove the truth

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of the allegation, they will need to demonstrate that there are sufficient grounds for concern.

Following the receipt of a report, the Library Director, or the Library Board's Executive officers will complete a preliminary assessment and determine whether an investigation should be commenced based on the facts provided. If an investigation is deemed appropriate, an internal/or external investigator(s) will be designated. The scope and timing of the investigation will vary by circumstance, but an investigation will generally involve a review of relevant documents and other records and interviews with individuals who may have knowledge of the situation.

Every effort will be made to protect an individual's identity if they report a concern. The investigation process, however, may reveal the source of the information. A statement by the individual and any witnesses may be required as part of the evidence. The library will not tolerate harassment or retaliation against an individual sharing a concern, and actions may be taken to protect those reporting in good faith. If an allegation is made in good faith, but is not corroborated by the investigation, no action will be taken against the originator of the allegation. Individuals making malicious allegations may face disciplinary action, up to and including termination.