



LAKE COUNTY FOREST PRESERVES
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Preservation, Restoration, Education and Recreation

DATE: February 5, 2018

MEMO TO: Craig Taylor, Chair
Operations Committee

FROM: Nan Buckardt
Director of Education

RECOMMENDATION: Recommend approval of a Resolution amending the Code of Ethics for the Bess Bower Dunn Museum of Lake County.

STRATEGIC DIRECTIONS SUPPORTED: Communication, Education and Outreach;
Public Access and Connections

FINANCIAL DATA: There is no financial impact associated with this recommendation.

BACKGROUND: The Lake County Forest Preserve District (“District”) owns and operates the Bess Bower Dunn Museum of Lake County (“Museum”). The District has approved a Code of Ethics for the Museum. Such a document is a requirement of accreditation through the American Alliance of Museums. Adherence to the Code of Ethics is required for Museum staff, volunteers and the District’s Board of Commissioners. The Code of Ethics was originally approved in 1992 and was most recently amended in January 2008 in advance of the Museum’s re-accreditation with the American Alliance of Museums.

Subsequent to the January 2008 changes, there is a need to update the Code of Ethics to reflect the following:

1. The name of the Museum has been changed from the Lake County Discovery Museum to the Bess Bower Dunn Museum of Lake County.
2. The committee structure for the District Board has changed.
3. The staff structure for the District has changed.
4. Other miscellaneous changes.

REVIEW BY OTHERS: Chief Operations Officer, Superintendent of Educational Facilities, Corporate Counsel.

STATE OF ILLINOIS)
) SS
COUNTY OF LAKE)

**BOARD OF COMMISSIONERS
LAKE COUNTY FOREST PRESERVE DISTRICT
REGULAR FEBRUARY MEETING
FEBRUARY 13, 2018**

MADAM PRESIDENT AND MEMBERS OF THE BOARD OF COMMISSIONERS:

Your **OPERATIONS COMMITTEE** presents herewith “A Resolution Amending the Code of Ethics for the Bess Bower Dunn Museum of Lake County,” and requests its approval.

OPERATIONS COMMITTEE:

Date: _____ **Roll Call Vote: Ayes:_____ Nays:_____**
 Voice Vote Majority Ayes; Nays:_____

**LAKE COUNTY FOREST PRESERVE DISTRICT
LAKE COUNTY, ILLINOIS**

**A RESOLUTION AMENDING THE CODE OF ETHICS FOR THE BESS BOWER
DUNN MUSEUM OF LAKE COUNTY**

WHEREAS, the Lake County Forest Preserve District (“District”) owns and operates the Bess Bower Dunn Museum of Lake County (“Museum”); and

WHEREAS, the District has approved a Code of Ethics for the Museum (the “Code of Ethics”); and

WHEREAS, a code of ethics is a requirement of accreditation through the American Alliance of Museums; and

WHEREAS, from time to time the Code of Ethics needs to be updated to align with District operations and industry best practices; and

WHEREAS, pursuant to Section 8 of the Downstate Forest Preserve District Act, 70 ILCS 805/8, the District is authorized to adopt all necessary rules and regulations for the management of the property and the conduct of the business of the District; and

WHEREAS, it is in the best interests of the District to approve an amended Code of Ethics in substantially the form attached hereto (the “Amended Code of Ethics”);

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Lake County Forest Preserve District, Lake County, Illinois **THAT**:

Section 1. Recitals. The recitals set forth above are incorporated as part of this Resolution by this reference.

Section 2. Approval of Amended Code of Ethics. The Amended Code of Ethics, in substantially the form attached hereto, is hereby approved.

Section 3. Effective Date. This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED this _____ day of _____, 2018

AYES:

NAYS:

APPROVED this _____ day of _____, 2018

Ann B. Maine, President
Lake County Forest Preserve District

ATTEST:

Julie Gragnani, Secretary
Lake County Forest Preserve District

Exhibit No. _____

Institutional Code of Ethics
~~Lake County Discovery Museum~~
Bess Bower Dunn Museum of Lake County

The Lake County Forest Preserve District's (the "District") ~~Lake County Discovery Museum~~ Bess Bower Dunn Museum of Lake County (the "Museum") cares for and interprets historical collections, and in doing so presents ~~information-~~ Lake County's story to the public through exhibitions, programs, events and research services. It is essential that ~~staff of District~~ employees that work at or for the Museum ("Staff") understand that they represent the Museum in all professional matters and in their private actions that may affect the Museum or its mission. In addition, volunteers who work for the Museum ("Volunteers") also affect the Museum in their volunteer work and in Museum or collections-related work in their private lives. The ~~Staff is~~ and Volunteers are required to adhere to ~~the ethical standards and guidelines of the American Association of Museum (AAM), the AAM Curator's Code of Ethics, and the Code of Ethics of the Society of American Archivists.~~ (i) the American Alliance of Museum's Code of Ethics (amended 2000), (ii) Code of Ethics for Curators (2009), (iii) National Standards and Best Practices for U.S. Museums (2008), and (iv) Code of Ethics for Archivists established by the Society of American Archivists (revised 2012). Such Codes, Standards, and Practices are on file in the office of the Superintendent of Educational Facilities.

Collections and Collecting:

1. Collections in the Museum's custody support the Museum's mission and ~~public trust responsibilities are held in public trust.~~ Artifacts and ~~documents archival material are~~ acquired, loaned and/or disposed of in a manner intended to strengthen the Museum's ~~two stated~~ collecting scopes, ~~which are: the history and significance of Lake County, Illinois; and the history and significance of postcards.~~ as defined in the approved Collections Policies (amended 2017), that focuses on the material culture representing the people, places and events of Lake County, Illinois (pg. 4).
- ~~1.2.~~ 2. The Museum's collections are protected, both physically and intellectually, secured, unencumbered, cared for, and preserved for present and future generations.
- ~~2.3.~~ 3. The Museum's collections are accounted for and documented in ~~two a~~ a databases. Processes are in place to assure that the Museum's collections ~~are~~ may only be retrieved from and returned to storage by ~~staff or trained collections volunteers~~ trained Staff or Volunteers. Public use of the collections is permitted and regulated, and is monitored by ~~staff and by closed circuit cameras~~ Staff and Volunteers ensuring that appropriate security protocols are in place.
- ~~3.~~ Disposal of the Museum's collections through sale, trade, or research activities is solely for the advancement of the Museum's stated mission. Use of proceeds from the sale of collection materials is restricted to the acquisition or direct care of the Museum's collections.

4. Use of proceeds from the sale of collection materials is restricted to the acquisition or direct care of the Museum's collections.
5. The unique and special nature of human remains and funerary and sacred objects is the first concern in relation to all decisions concerning such collections. The Museum adheres to all mandates set forth in the 1990 North American Graves Protection and Repatriations Act (NAGPRA) of Congress, 25 U.S.C. 3001 et seq.
6. ~~In terms of access to collections, Museum staff must~~ Staff and Volunteers will answer all responsible inquiries about the Museum's collections in a spirit of helpfulness, and encourage use of ~~holdings- collections~~ to the greatest extent compatible with institutional policies, preservation of ~~holdings- collections~~, legal considerations including intellectual property laws, individual rights, donor agreements, and judicious use of resources.
7. The ~~Museum staff~~ Staff, Volunteers, and Commissioners may use the Museum's ~~holdings- collections~~ for personal research and publication if such practices are approved by the Director of ~~Cultural Resources- Education~~ and the Executive Director, and if such activities are made known to other ~~Museum staff and to others using the same holdings- Staff and Volunteers~~ Staff, Volunteers, and Commissioners.

~~7.8. Museum staff that have personal collections related to the Museum's two stated collecting scopes- Staff, Volunteers, and Commissioners~~ must not compete with the Museum for acquisitions of items associated with the ~~Museum- Museum's collecting scope as identified in the Museum's Collections Policies~~, and must inform the Director of ~~Cultural Resources- Education~~ of their collecting activities, and ~~should- must~~ preserve, and at the District's request, share with the District, complete records of personal acquisitions. ~~Staff- Staff, Volunteers, and Commissioners~~ must not use their positions within the Museum to advance their personal collecting, ~~nor must they systemically collect items directly associated with the Museum's collecting scopes listed above.~~

Administrative Transparency:

~~8.9.~~ The Director of ~~Cultural Resources- (functionally, the Museum Director)- Education~~ shall disseminate information about the Museum's operations to the ~~Preserve- District~~ Board of Commissioners, the corporate authorities of the District.

General Ethical Considerations:

~~9.10.~~ Loyalty to the mission of the Museum and to the public it serves is the essence of museum work, whether volunteer or paid. ~~Museum staff- Staff and Volunteers~~ may not use their positions in the Museum for personal gain or to benefit another at the expense of the Museum, its mission, ~~its reputation, and the public.- or reputation.~~

~~11.~~ The ~~Museum staff- Staff and Volunteers~~ should make every effort to conduct operations ethically with regard to the ~~environmental impact of said operations.- Specially, staff are~~

~~encouraged to recycle all recyclable materials, to reduce energy use where practical and to use as few material and energy resources as possible to accomplish tasks.~~ environment and in accordance with the District's Environmental Sustainability Policy, which is on file in the office of the Superintendent of Educational Facilities.

~~10.~~

~~11.~~ 12. The ~~Museum staff~~ Staff and Volunteers will cooperate with other institutions and with law enforcement agencies in the investigation and prosecution of crimes, especially those involving collections and objects of art.

~~12.~~ 13. The ~~Museum staff~~ Staff and Volunteers maintain administrative documents related to the Museum's collections, exhibitions and programs. These documents are available to the public ~~on~~ by request through the Freedom of Information Act (FOIA) by contacting the District's ~~Executive Assistant/Secretary to the Board of Commissioners~~ FOIA Officer.

Application:

1. This Code of Ethics applies to the Museum staff, and serves as a guideline for the District Board of Commissioners, the Trustees of the Friends of the Lake County Discovery Museum, and the Museum's volunteers. Staff and Volunteers must comply with this Code of Ethics. Commissioners on the District's Board of Commissioners must comply with Sections 4, 5, 7, 8, and 11 of this Code of Ethics.

Implementation:

~~1. The provisions of this Code of Ethics shall be considered (i) mandatory requirements for Museum staff employed or retained by the District and for Museum volunteers and (ii) guidelines for the District Board of Commissioners and the Trustees of the Friends of the Lake County Discovery Museum.~~

~~Additional ethical requirements are also found in the following District documents: Drug free workplace policy; Workplace violence prevention policy; Ordinance regulating ethical conduct and political activities by elected officials and employees; Ethics and gift ban ordinance; Museum collections policy~~

Additional ethical requirements for employees are found in the District's Personnel Policies and Procedures Manual, which are on file in the office of the Director of Administration, the District's Ordinance Regulating Ethical Conduct and Political Activities by Elected Officials and Employees (the "Ethics Ordinance"), and applicable state statutes. Additional ethical requirements for the Board of Commissioners are found in the Ethics Ordinance and applicable state statutes, including the Public Officer Prohibited Activities Act.