

Edith B. Ford Memorial Library

CONFLICT of INTEREST POLICY For TRUSTEES, EMPLOYEES

Members of the Edith B. Ford Memorial Library Board of Trustees and the library's Employees are expected to represent the library in a positive and ethical manner and have an obligation both to avoid conflicts of interest, and/or the appearance of conflicts of interest.

Possible conflicts of interest should be disclosed upon election to the Board of Trustees or at hire through completion of a Conflict of Interest Disclosure Statement, as attached to this policy.

Any Trustee with a continuing conflict should complete a new statement each year within 30 days of the annual meeting. If a conflict or potential conflict should arise during a Trustee's term, a statement should be completed or updated and filed immediately with the Board Secretary and disclosed to the full Board. The existence and resolution of the conflict must be documented in the corporation's records, including in the minutes of any meeting at which the conflict was discussed or voted upon. If a conflict should arise for an Employee, the form should be completed and filed with the Library Director.

All Trustees and Employees should avoid any situation involving a conflict between their personal interest and the library's interest. Outside business interests should not compromise your commitment to the library.

Potential conflicts that should be promptly and fully disclosed include:

- Ownership by members of the Board of Trustees, or a member of the Trustee's immediate family or an Employee of a significant financial interest in a business enterprise that does business with, seeks to do business with the library.
- Participation by members of the Board of Trustees or Employees as a director, officer, consultant, or in any other key role in an outside enterprise that does or seeks to do business with the library.
- A close family relationship with any person who is employed directly by the library, or whose position is in an outside enterprise that does or seeks to do business with the library.
- A "Related Party Transaction" is any transaction directly or indirectly involving any Related Party as defined below.

"Related Party" means any of the following:

- A library Trustee.
- A library Employee.
- A person who is to be an immediate family member of a Trustee or Employee.

"Immediate family member" means a child, stepchild, parent, stepparent, spouse, sibling, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, or sister-in-law.

- "Transaction" as defined for this purpose at the Edith B. Ford Memorial Library is defined as involving an exchange of goods or services of \$1000 or more.

Identification of Potential Related Party Transaction:

Each Trustee and Employee must inform Board Secretary and the full library board of Trustees of any proposed transactions involving a Related Party.

Any transaction involving a Related Party must be reviewed and approved by the Board of Trustees.

Consideration of Transaction:

Any proposed Related Party Transactions must be examined to determine:

- Whether the terms of the Related Party Transaction are in the best interest of the library and are on the same basis as would apply if the transaction did not involve a Related Party;
- Whether there are business reasons for the library to enter into the transaction;
- Whether the Related Party Transaction would present an improper conflict of interest for any Trustee or Employee, taking into account the size of the transaction and the related party's relationship.

Any Trustee or Employee who has an interest in the transaction under discussion must comply with the library's Conflict of Interest Policy.

Once a conflict has been declared, it is incumbent upon the Trustees and Employees not to participate in discussion or votes which would affect the enterprise or person cited in the declaration. Trustees must leave the room during a discussion of the topic by the Board. Trustees also must not try to influence the outcome of the vote in any way.

Any Trustee may invoke this policy during a discussion and ask for a ruling from the chair on whether a Trustee should not participate in discussion of a particular topic as a result of a declared or an undeclared conflict of interest.

First Approved by Board of Trustees:
Reviewed and Approved with (no) changes:

CONFLICT of INTEREST DECLARATION
For Trustees and Employees

This form should be used by a Library Trustee or Employee to declare a conflict of interest as required by the library's Conflict of Interest Policy. Trustees should file this form with the Board Secretary; Employees should file it with the Library Director.

Name: (print) _____

Position: _____

Describe your potential/actual conflict of interest:

Signature: _____

Date: _____

First Approved by Board of Trustees:
Reviewed and Approved with (no) changes: