



## **POLICY: Conflict of Interest**

### **Purpose**

To ensure that no member of the Board of Trustees will directly or indirectly benefit financially or appear to benefit financially from his or her position and to assure the public of the integrity of the board.

### **Statement of Policy**

For the purposes of this policy, a conflict of interest means any of the following: a direct or indirect financial benefit to a Library trustee, his or her spouse, household member, child, stepchild, parent, grandparent, grandchild, sibling, aunt or uncle, brother or sister in law, business associate, employer or employee, in the outcome of a matter pending before the Board of Trustees.

Conflict of interest does not arise when a Trustee has an interest no greater than that of members of the public in general.

### **Disqualification**

1. A trustee shall not participate in any discussion, decision, or vote on any official action in which he or she has a conflict of interest.
2. A trustee shall not directly or indirectly represent, appear for, or negotiate on behalf of any other person or organization in a matter pending before the Library board.
3. Trustees shall not accept gifts or other offerings that are not available to the public in general.
4. Trustees shall not use Library services or resources not available to the general public, including but not limited to library equipment, supplies, facilities, or staff time.
5. Trustees shall not use their position to gain unwarranted privileges or advantage for themselves or others from the library or from those who do business with the library.

### **Disclosure**

A trustee who has reason to believe that he or she has or may have a conflict of interest shall, prior to participating in any official action on the matter, disclose to the board at a public meeting the full nature of that potential conflict of interest. By a majority vote, the



unaffected board members must then decide whether said trustee must recuse him/herself from all discussion, decision, or votes on said matter

### **Recusal**

1. A trustee who has recused him or herself from a proceeding shall not sit with the board, deliberate with the board, or participate in that proceeding.
2. If during consideration of an official action the Board of Trustees discovers a previously unknown conflict, the board may take evidence pertaining to the conflict and must vote whether or not to require the trustee to recuse him/herself.
3. If, after a recusal, a quorum of the board is no longer present, the board may not resume the proceeding until a quorum is present.

### **Consequences for Failure to Follow the Policy**

In a case where a trustee refuses to abide by the conflict of interest procedures described above the Library board by majority vote, may request that the offending trustee resign from the board.

**Sources:** Town of Middlebury Conflict of Interest Policy adopted February 25, 2014

Adopted by the Ilsey Public Library Board of Trustees May 6, 2019