

Whitehall Public Library Policies

Title	Conflict of Interest for the Library Board of Trustees
Date Approved	9/14/16
Amended	2/8/2017
Prepared by	Whitehall Library Board of Trustees

Purpose:

The Whitehall Public Library will ensure that the financial and personal interests of members of the Library Board will not conflict with the public trust.

Statement of Policy:

Trustees shall not engage in conduct that constitutes a conflict of interest.

Conflict of interest means use of any information received through the position of Library Trustee for their monetary or personal benefit, or for a member of their family, or a business associated with them or their family.

Library Trustees will readily disclose any conflict of interest, making it a matter of record, either through an annual procedure or when the interest becomes a matter of Board action.

A Library Trustee who has a conflict of interest will not vote on or use his/her personal influence on any matter that might constitute a conflict of interest. If there exists a conflict of interest, then that Trustee will abstain from both the Board discussion and the vote, and will not be present in the Boardroom during those times. However, the Trustee with a conflict may, upon request of the Board, be available to answer questions or provide information. Only the outcome of the final vote will be disclosed to the Trustee with a conflict of interest.

When a Trustee has removed himself /herself from the room due to a conflict of interest, approval of the issue at hand will require a quorum and a majority vote by the remaining Trustees. The abstaining and absenting Trustee will not be counted for the purposes of determining a quorum or a majority.

All of the above actions will be duly reflected in any associated Board meeting minutes.

Whitehall Public Library employees and members of the Library employees' immediate families are prohibited from serving on the Board of Directors. The immediate family is defined as one's spouse or life partner, father, mother, son, daughter, sister, brother, grandparents, sister-in-law, brother-in-law, son-in-law, daughter-in-law, father-in-law, mother-in-law, or grandchildren related through blood or marriage.

At the start of each year, and annually thereafter, Board members will be required to sign a statement that they have read and understand the Conflict of Interest policy and will disclose in writing their participation on other Boards.