

# **Town of Inlet Public Library**

## **Conflict of Interest Policy**

The purpose of the following policy and procedures is to prevent the personal interest of staff members and board members from interfering with the performance of their duties to the Town of Inlet Public Library (the Library), or result in personal financial, professional, or political gain on the part of such persons at the expense of the Town of Inlet Public Library or its patrons, supporters or other stakeholders.

### *Definitions:*

*Conflict of Interest* means a conflict, or the appearance of a conflict, between the private interests and official responsibilities of a person in a position of trust.

*Interest* means a direct or indirect pecuniary or material benefit accruing to a person in a position of trust as the result of a relationship with the Library

*Position of Trust* means staff members, officers, and board members of the Library.

### *POLICY AND PRACTICES*

1. No member of the Town of Inlet Board of Trustees (the Board) shall serve as an employee of the Library.
2. Full disclosure shall be made by interested parties to the full Board in all conflicts of interest, including but not limited to:
  - a. Relationships by blood, marriage, or domestic partnership between people in positions of trust;
  - b. The direct or indirect pecuniary or material benefit from the Library to a person in a position of trust resulting from grants, contracts, subcontracts, procurement of goods or services, except as reimbursement for reasonable expenses incurred on behalf of the Library;
3. Anyone in a position to make decision about spending the Library's resources which may result in a conflict of interest has a duty to disclose the conflict to the Board as soon as it arises.
4. Following the disclosure of a conflict of interest, a person in a position of trust shall not participate in any discussion or debate nor participate in a vote of the Board or of any committee or subcommittee thereof, in which the subject of discussion may be a perceived or actual conflict of interest.
5. A copy of this policy shall be given to all members of the Board, staff members, or other key stakeholders upon commencement of such person's relationship with the Library, and at the adoption or readoption of this policy.

Adopted 11-16-2017