

Conflict of Interest Policy

KDLA provides this example policy to assist a library in developing and adopting their own policy. The example policy should be modified to meet the needs of your library and community and should be reviewed by the library's attorney prior to adoption.

The _____ Public Library Board believes that it is fundamentally important that the public perceives that all policies and decisions of the Board are fairly and impartially determined, and that the personal financial interests of the Board members do not conflict with the interests of the Library.

A Board member shall not participate, directly or indirectly, in the making of any contract on behalf of the Library in which he or she has a personal financial interest; nor shall a Board Member participate in any decision or recommendation involving the Library in which they have a personal financial interest.

Any Board member aware of a personal conflict of interest regarding a matter coming before the Board shall bring this to the attention of the Board. The President of the Board shall rule as to whether the situation constitutes a conflict. If a conflict exists, the Board member shall abstain from voting and excuse him/herself from any discussion regarding the matter by leaving the room, and shall not be counted in determining the quorum during the time that they are absent. These details shall be recorded in the Minutes of such meetings.

In the event that the President has a conflict or perceived conflict, the Vice-President will fulfill the role of investigating and ruling on the conflict.

A Board member shall not participate in any way in deciding whether to hire any person related to him/her by blood or marriage closer than a second cousin, as an employee of the Library.

The Board, in accordance with this policy and applicable law, shall deal with any conflict of interest brought to its attention.

Adopted by the _____ County Public Library Board of Trustees this ____ day of _____, 20____.

[reviewed 06/22/2020]