

Liberty Public Library Conflict of Interest Policy

Purpose

To protect the interests of Liberty Public Library (“the Library”) prior to entering into a transaction or arrangement that might benefit the private interest of a trustee or director. The policy is meant to supplement any applicable state and federal laws that govern conflicts of interest relating to school district public libraries.

Definitions

1. **Interested Person** A trustee or director who has a direct or indirect financial interest as defined below
2. **Financial Interest** When an interested person has, directly or indirectly, through business, investment or family,:
 - a) an ownership or investment in any entity with which the Library has a transaction or arrangement.
 - b) a compensation* arrangement with the Library or with any entity or individual with which the Library has a transaction or arrangement.
 - c) a potential ownership or investment in, or compensation* arrangement with, any entity or individual with which the Library is negotiating a transaction or arrangement.

*Compensation includes direct and indirect remuneration as well as gifts and favors of a substantial nature.
3. **Family** A spouse, domestic partner, parent, child, or sibling of an interested person

Conflict Determination Procedures

1. **Disclosure** An interested person must disclose any actual or possible conflict of interest.
2. **Recusal of Self** An interested person may recuse them self from involvement in discussions or decisions.
3. **Determining a Conflict of Interest** After disclosure of the possible conflict of interest and all material facts, the interested person (if not already recused) shall leave the Board meeting while the conflict is discussed and voted upon by the disinterested trustees.
4. **Documenting a Conflict of Interest** The disclosure, recusal (if applicable) and determination of a conflict of interest shall be recorded in the minutes of the meeting.

Conflict Management Procedures

1. After exercising due diligence, the Board shall determine whether the Library should seek an alternative transaction or arrangement with another person or entity that would avoid a conflict of interest.
2. If an alternate transaction or arrangement is not reasonably possible, the Board shall determine, by a majority vote of the disinterested trustees, whether the original transaction or arrangement is in the Library's best interest.

Conflict Resolution Procedures

1. If the Board has cause to believe an interested person has failed to disclose an actual or possible conflict of interest, they shall be informed and given an opportunity to explain the alleged failure to disclose.
2. The interested person shall leave the Board meeting while the possible conflict of interest is discussed by the disinterested trustees.
3. If the Board believes that there has been an intentional violation of the Conflict of Interest Policy, it shall consult legal counsel for appropriate action. Should the Board believe that the violation was unintentional, and there were no negative consequences to the Library, the interested person will be reminded of their duty to disclose.

Statements and Documentation

When beginning formal association with the Library and annually at the start of the Library's fiscal year, each trustee and director shall sign a statement that they have received a copy of the Conflict of Interest Policy, and has read, understood, and agreed to comply with the policy.

**Liberty Public Library
Conflict of Interest Statement**

1. I have read, understand and agree to comply with the Library's Conflict of Interest Policy. I agree to disclose any financial interest, in any transactions or arrangements the Library may enter into, on an annual basis or more frequently if necessary.
2. I certify that I have no association with persons or entities having transactions or arrangements with Liberty Public Library during the past year other than those listed below. If an actual or possible conflict of interest arises, I agree to disclose that relationship immediately.
3. Listing of Associations (if applicable)

Signature

Date

Printed Name

Position (Trustee, Officer, or Director)

Policy Updates (initial and date annually, and as necessary)

Initials

Date
