

CONFLICT OF INTEREST PROCEDURE POLICY

1. The trustee or Director is to notify the entire Board of Trustees of any potential conflict of interest during relevant discussion of the issue or decision and prior to any voting on such an issue or decision.
2. A trustee believing they have a conflict of interest should state the conflict of interest directly and withdraw from actions/decisions/or discussion of the issue or pending issue.
3. The President (or Vice-President if the conflict of interest issue directly involves the President) will resolve the issue of conflict of interest prior to any Board decision or actions pertaining to the matter over which a conflict or potential conflict exists.
4. The President or Vice-President may ask for a vote regarding the matter from the non-affected trustee members. This session may be held in private with the affected trustee asked to leave the room during discussion (following the opportunity for the Board to ask questions of the affected trustee in person). The vote would spell out one of the following courses of action:
 1. Conflict of interest present. Trustee resignation is requested.
 2. Conflict or potential conflict of interest present. Trustee asked to abstain from all discussion and voting on the relevant matter.
 3. No conflict of interest. Trustee able to participate fully in relevant discussion and voting.
 4. The Library Director, though having no voting privileges, is bound by this policy and personnel policies regarding conflict of interest. Any such potential conflict should be revealed to the Board of Trustees prior to discussion or action on Board agenda items

Approved by Library Board of Trustees on January 12, 2017 Reviewed June 11, 2026