

## **Conflict of Interest Policy**

Adopted: 06/08/2017

Reviewed: 1/14/2021

Reviewed: 1/13/2022

No member of the Board of Trustees, Treasurer, Library Director, staff, or any member of their immediate families, shall personally benefit financially from any transaction made by or on behalf of the Walworth Seely Public Library.

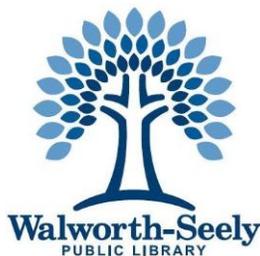
Occasionally certain activities of the Walworth Seely Public Library Board of Trustees may pose a conflict of interest between a Board member's business or personal affiliations and his/her participation on the Board. Such activities may include but are not limited to, direct or indirect financial interest, selection of recipients of awards, formal evaluation of goods, or choice of vendor services.

When any such activity that pose a conflict of interests becomes relevant to any subject requiring action by the Board of Trustees, the board member having a conflict will bring the conflict to the attention of the Board and will not vote on the specific subject.

If excluded from voting because of a conflict of interest, a Board member will be required to briefly state the nature of the conflict. The minutes of the meeting will show that a disclosure was made and that the Board member who stated a conflict of interest did abstain from voting.

In addition, if any Board member, who by reason of his/her institutional affiliation or any other pertinent matter, anticipates that in the future certain issues may place him/her in a position of conflict of interest, the Board member shall notify the board of Trustees in writing and make it a matter of record.

The Conflict of Interest Policy and the Whistleblower Policy are to be reviewed with each employee/board member on a yearly basis and an acknowledgement document will be signed stating the review has occurred.



**ACKNOWLEDGEMENT/CERTIFICATION**

**Whistleblower Policy**

**Conflict of Interest Policy**

(To be completed by trustees, officers and employees)

I, \_\_\_\_\_, hereby certify that:

- a. I have received a copy of the Walworth-Seely Public Library Conflict of Interest Policy;
- b. I have received a copy of the Walworth-Seely Public Library Whistleblower Policy;
- c. I have read and understand both policies;
- d. I agree to comply with the Policy.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_