

Conflict of Interest Policy for the Wayland Free Library

I. Statement of Purpose

The Wayland Free Library Board of Trustees has determined that all Trustees should be subject to a published written policy with respect to any conflict of interest regarding Trustees. The purpose of this Conflict of Interest Policy is to establish the procedures and rules applicable to the identification and resolution of any such conflict of interest.

II. Actual or Potential Conflict of Interest

No Trustee: may use his or her position as a trustee to:

- obtain financial or other gain for the private benefit of the Trustee, the trustee's family or any organization with which the Trustee is associated;
- accept or receive, directly or indirectly, any remuneration, services or anything of value or any promise for future benefit,
- accept any gifts of any kind which would create an appearance of impropriety and/or undue influence, from any person or entity that does business with the Library;
- have any direct or indirect pecuniary, financial, economic, or other material personal or individual beneficial interest with respect to any activity involving such Trustee and relating to the Wayland Free Library Association and the Library;
- accept any remuneration or services from the Wayland Free Library Association

III. Procedure

A Trustee who discovers that he or she has an actual or potential conflict of interest as described above shall: fully, completely and immediately disclose the existence of such conflict of interest to the Executive Committee / Board of Trustees. A person who has a Conflict of Interest shall not be permitted to hear or participate in the board's discussion of the matter except to clarify facts or answer questions pertaining to the conflict. Such person shall not attempt to exert his or her personal influence with respect to the matter, either inside or outside the meeting.

A person who has a conflict of interest in respect to awarding a contract or transaction that will be voted on at a meeting shall not vote on any matter pertaining to the awarding of a said contract or transaction nor be present in the meeting in which discussions and votes take place. Such person's conflict of interest and ineligibility to vote shall be reflected in the minutes of the meeting. The Executive Committee shall determine, after a full investigation, whether there is a conflict of interest. If the Executive Committee determines that there is a conflict of interest, it shall take all appropriate and necessary action to resolve and eliminate such conflict.

IV. Enforcement

The provisions of this Conflict of Interest Policy will be construed and enforced by the Executive Committee of the Board of Trustees. All decisions, determinations and actions taken by the Executive Committee with respect to this Conflict of Interest Policy are final and are not subject to review.

V. Confidentiality

Each board member shall not disclose any confidential information acquired in connection with such status or information the disclosure of which might be adverse to the interests of the Wayland Free Library Association. Furthermore no trustee shall disclose or use any information relating the business of the Wayland Free Library for personal profit or advantage of the trustee or family member.

VI. Amendment

The Library Board of Trustees reserves the right to amend this Conflict of Interest Policy at any time.

Approved by Board of Trustees : July 20, 2009

Revised: Sept. 15, 2014