

## Arkport Public Library Conflict of Interest Policy

Trustees and employees of the Arkport Public Library shall adhere to the highest standards of honesty, good faith and fair dealing in all activities relating to the organization.

No trustee, employee or any member of their respective families or households shall accept gifts, gratuities, or favors of any kind from any person, firm or corporation doing business or seeking to do business with Arkport Public Library and which could reasonably be expected to influence, or created the appearance of influencing, his or her actions affecting the Arkport Public Library.

Without full and complete disclosure to and approval by the Board of Trustees or its Executive Committee, no trustee or employee shall have any position of influence with, or a material financial interest in, any other entity, the existence of which does or could reasonably be expected to conflict with the proper performance of his or her duties or responsibilities to Arkport Public Library, or which could reasonably be expected to affect his or her independent judgment and action with respect to transactions between the Arkport Public Library and such other entity. If such a position exists, it must be disclosed to the Library Director and to the President of the Board.

Each trustee and the library director shall provide the Board of Trustees with a written notification of any transaction or situation that may imply any reasonable doubt concerning the possible existence of a conflict of interest by the director or staff person.

In the event that the Arkport Public Library may wish to contract or enter into an arrangement for goods or services under circumstances that may present a conflict of interest affecting one or more of its trustees or employees, the following shall apply. The affected person(s) of the Arkport Public Library agree(s) to provide full information to the Board of Trustees to allow the Board of Trustees to approve or disapprove by resolution, with the advantage of full disclosure, such contract or arrangement. The affected person shall recuse himself from the vote.

Annually, and upon start of duties, Arkport Public Library trustees and employees shall complete and return to the President of the Board a Disclosure of Interests Form.

The President of the Board shall administer this policy. Any disputed action of the Library Director or other library employee with respect to this policy shall be resolved by the Board of Trustees.

*Adopted by Arkport Public Library Board of Trustees*

*Date: November 11, 2021*

*Reviewed April 16, 2026*

