

Conflict of Interest Policy for Samuels Public Library

1. Scope. The following policy applies to each member of the Board and to all senior staff ("Staff") of Samuels Public Library ("Library").

2. Fiduciary Responsibilities. Board members and Staff serve the public trust and have a clear obligation to fulfill their responsibilities in a manner consistent with this fact. All decisions of the Board and Staff are to be made solely on the basis of a desire to advance the best interests of the Library and the public good. The integrity of the Library must be protected at all times.

Board members and Staff will include individuals who have relationships and affiliations with other organizations that may raise questions about perceived conflicts of interest. Although many such potential conflicts are and will be deemed inconsequential, every individual Board member and Staff has the responsibility to ensure the entire Board is made aware of situations that involve personal, familial, or business relationships that could be troublesome. Thus, the Board requires each Board member and Staff to annually (a) be familiar with the terms of this policy; (b) disclose to the Board President (Vice President in the case of the President) any possible personal, familial, or business relationships that reasonably might give rise to a conflict involving the Library; and (c) acknowledge by his or her signature that he or she is in accordance with the letter and spirit of this policy.

3. Disclosure. All Board members and Staff are requested to list on this form only those substantive relationships (a) they or members of their family maintain with organizations that do business with the Library, or (b) that potentially could be construed to affect their independent, unbiased judgment in light of their decision-making authority and responsibility.

If a Board member or Staff is uncertain whether to list a particular relationship, the Board President (Vice President in the case of the President) should be consulted. The President (or Vice President) may elect to seek the judgment of the Executive Committee before informing and consulting with the entire Board within an executive session. Information shared or gathered as a result of such consultations (including information provided on this form) shall be confidential except when the Library's best interests would be served by disclosure. Such disclosure will be made only after informing those concerned.

The following definitions are provided to help Board members and Staff decide whether a relationship should be listed on the disclosure:

- Senior Staff: The Library Director and the Director of Operations.
- Business Relationship: One in which a Board member or Staff, or a member of his or her family as defined below, serves as an officer, director, employee, partner, trustee, or controlling stockholder of an organization that does substantial business with the Library.
- Family Member: A spouse, parent, sibling, child, or any other relative if the latter resides in the same household as the Board member or Staff.
- Substantial Benefit: When a Board member or Staff, or a Family Member, (a) is the actual or beneficial owner of more than 5 percent of the voting stock or controlling interest of an organization that does substantial business with the Library or (b) has other direct or indirect dealings with such an organization from which the Board member, Staff, or Family Member benefits directly, indirectly, or potentially from cash or property receipts totaling \$1,000 or more annually.

4. Restraint on Participation. Board members or Staff who have declared a conflict of interest, or who have been found to have a conflict of interest, shall refrain from participating in consideration of proposed transactions unless the Board grants exemption for special reasons. Should a conflict of interest matter require an executive committee or Board vote to resolve, those concerned shall not be present at the time of the vote.

Adopted by the Board of Trustees on May 13, 2013


Stephen Jerome, Secretary

Conflict of Interest Disclosure Form for Samuels Public Library

1. Are you aware of any relationships between Samuels Public Library and yourself or a member of your family as defined by the letter or spirit of this policy that may represent a conflict of interest?

No Yes

If Yes, please list such relationships and the details of annual or potential financial benefit as you can best estimate them.

2. During the past 12 months, did you or a member of your family receive any compensation, gifts, or loans from any source from which the Library buys goods or services or otherwise has significant business dealings?

No Yes

If Yes, please list them, their source, and their approximate value.

3. Exceptions: (If there are none, please indicate so.)

I certify that I have read and understand the Board's policy on conflict of interest and that the foregoing information is true and complete to the best of my knowledge.

Name (please print)

Signature

Date

(Please return the completed form to the Library President or Library Director.)

[Adopted by the Board of Trustees on May 13, 2013]