



**Bridgton Public Library  
Conflict of Interest Policy  
Appendix**

**Article I  
Definitions**

**1. Interested Person**

Any trustee, officer, or employee of the Library is an interested person.

**2. Outside Interest**

An interested person has an outside interest if the person has, directly or indirectly, or through a family member:

**a.** A legal commitment, including by virtue of employment or a volunteer position, to serve the best interests of another entity; or

**b.** An actual or potential ownership interest in any entity.

An outside interest is not necessarily a conflict of interest. Under Article II, Section 2, an interested person who has an outside Interest has a conflict of interest only if the Board of Trustees decides that a conflict of interest exists.

**3. Family Member.**

A family member is a:

- (a) spouse, registered domestic partner, or “significant other”;
- (b) parent or grandparent;
- (c) child, grandchild or great grandchild;
- (d) spouse, registered domestic partner, or “significant other” of a child, grandchild or great grandchild; or
- (e) brother or sister.

**4. Conflict of Interest.** A conflict of interest shall exist if:

(a) an interested person has an outside interest that will be substantially affected, either positively or negatively, by the transaction, matter, or arrangement under discussion; or

(b) an interested person or a family member of an interested person will receive a substantial financial benefit from the transaction, matter, or arrangement under discussion. A conflict of interest may be deemed not to exist if the financial benefit is

minimal as to be of no concern or is a benefit that is incidental to a larger benefit to the public.

## **Article II Process**

### **1. Duty to Disclose**

In connection with any actual or potential conflict of interest, an interested person must disclose the existence of the outside interest and be given the opportunity to disclose all material facts to the Board of Trustees.

### **2. Determining Whether a Conflict of Interest Exists**

After disclosure of the outside interest and all material facts, and after any discussion with the interested person, the disinterested members of the Board of Trustees shall decide if a conflict of interest exists and shall take whatever action is appropriate to mitigate the conflict.

The determination that a conflict of interest exists shall not preclude the Board of Trustees (other than the conflicted person) from approving the transaction or arrangement.

## **Article III Records of Proceedings**

The minutes of the Board of Trustees shall contain:

**a.** The names of the interested persons who were found to have a potential conflict of interest, and the Board of Trustees' decision as to whether a conflict of interest in fact existed; and a record of any votes taken in connection with the proceedings.

## **Article IV Compensation**

**a.** A voting member of the Board of Trustees or any committee of the Board who receives compensation, directly or indirectly, from the Library for services is precluded from voting on matters pertaining to that member's compensation.

## **Article V Annual Statements**

Each interested person shall annually sign a Disclosure Statement affirming that such person:

- a. Has received a copy of the conflict of interest policy
- b. Has read and understands the policy
- c. Has agreed to comply with the policy

Bridgton Public Library  
**Conflict-of-Interest Disclosure Statement for Calendar Year \_\_\_\_\_**

*To be completed annually by every Bridgton Public Library Trustee, Officer, and employee.*

Please complete Items A and B, and sign and date the statement and return it to the Library Director.

- A. The following are relationships, outside interests or situations involving me or a family member which might result in or appear to be an actual, or potential conflict of interest between such family members or myself on one hand and Bridgton Public Library on the other.

For-profit corporate Trusteeships, positions and employment with:

Nonprofit volunteer or paid positions:

Memberships in the following organizations:

Contracts, business activities and investments with or in the following organizations:

Other relationships and activities:

- B. My primary occupation at this time is:

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I have read and understand Bridgton Public Library's Conflict of Interest Policy and agree to be bound by it. I will promptly inform the Board of Trustees President of Bridgton Public Library of any material change that develops in the information contained in Section A, above.

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Type/print name

Signature

Date