Bridgton Public Library Conflict of Interest Policy

Employees, Trustees, and officers of the Bridgton Public Library (the Library) have an obligation to carry out their responsibilities within guidelines that minimize and make transparent actual or potential conflicts of interest. This conflict of interest policy establishes an ethical framework of transparency within which the Library wishes to conduct its affairs. The purpose of this policy is to provide general direction so that employees, Trustees, and officers will be aware of and comply with their obligations. The purpose of the appendix is to provide an elaboration of matters treated in this policy, including definitions of the terms used in this policy.

One kind of conflict of interest exists when a Trustee, officer or employee (i.e., an "interested person") has a connection to another organization that may be substantially affected by a matter under discussion by the Library, as specified in the Appendix Article I.4.

A second kind of conflict of interest exists when an interested person stands to receive a substantial financial benefit from the matter under discussion, also as specified in Appendix Article I.4. An example would be employment of an interested person or his/her family member by the Library.

If an interested person or any member of the Board of Trustees believes that a conflict of interest may exist, the interested person and the Board of Trustees shall follow the process outlined in Article II of the Appendix. This process entails full disclosure and, in certain cases, recusal.

CERTIFICATION

I, the undersigned, do hereby certify that the above and foregoing conflict of interest policy and appendix was duly adopted on October 17, 2017 by the Board of Trustees at a regular meeting of the Board of Trustees held on due notice and in compliance with its Bylaws at which time a quorum was present.

_____(Signature)

Date: _____

_____ (Print Name) Secretary

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:

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. Type/print name

Signature

Date