

Bridgton Public Library Conflict of Interest Policy

This policy establishes a framework within which the Library wishes to conduct its affairs.

If an interested person believes that a conflict of interest may exist, the interested person shall be subject to the process outlined in Article II below. This process entails full disclosure and, in certain cases, recusal.

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 as defined below:

- 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 economic entity.

3. Family Member.

A family member is a:

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

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 financial benefit from the transaction, matter, or arrangement under discussion. An example would be employment of an interested person or his/her family member by the Library. A conflict of interest may be deemed **not** to exist if, in the judgement of the Board of Trustees, it is of no substance 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 meeting of the Board of Trustees shall contain 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 exists; and a record of any votes taken in connection with the proceedings.

Article IV Compensation

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

Revision approved: November 17, 2020

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 sections 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 or 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 above.

Type/print name

Signature

Date