

**Board of Directors
Conflict of Interest Policy**

Purpose:

The purpose of this policy is to protect the Avon Free Public Library's ("the Library") interests when the private interests of a Director or Officer may influence the Library's public business and transactions. It establishes the responsibilities, rules and procedures applicable to the identification and resolution of any such conflict of interest.

Scope:

This policy applies to all members of the Board of Directors of the Library. For the purposes of this policy, both Officers and Directors shall be known as Directors.

Key Definitions:

A conflict of interest is a situation in which a Director is in a position to derive personal benefit from actions or decisions made in their official capacity. Examples of conflict of interest include, but are not limited to:

- Using the position as Director to obtain financial or other gain for the private benefit of the Director, their family, or any party with whom the Director is associated.
- Accepting or receiving, directly or indirectly, any money or anything of value or any promise of future benefit from any person or entity that conducts business with the Library.
- Having any direct or indirect pecuniary, financial, economic or other material, personal, or individual beneficial interest with respect to any activity involving a Director and relating to the Library.

An appearance of conflict of interest is a situation in which a reasonable person would believe that a conflict of interest exists.

A potential conflict of interest is a situation that may develop into a conflict of interest.

Roles and Responsibilities:

Directors have a duty to act in the Library's best interests and may not use their positions for their own financial or personal benefit.

Directors are responsible for understanding what constitutes an actual or potential conflict of interest, or the appearance of a conflict of interest, and must disclose the conflict following the procedures outlined in this policy. In situations where there is uncertainty, they are to act on the side of caution and report the potential conflict.

The Operations & Administration Committee shall determine whether a conflict of interest, a potential conflict of interest, or an appearance of conflict of interest exists, and take appropriate and necessary action to resolve it. The committee may, at its sole discretion, refer the matter to the entire Board of Directors.

Procedures:

A Director who recognizes that he or she has a conflict of interest, a potential conflict of interest, or an appearance of conflict of interest shall:

- Disclose the existence of same to the Operations & Administration Committee, and
- Abstain voluntarily from all actions related to that actual, potential, or appearance of conflict of interest.

A Director who is unsure of whether a certain act would constitute an actual, potential, or appearance of conflict of interest shall consult with the Operations & Administration Committee before performing such act.

If any Director becomes aware of any other Director having a possible conflict of interest, they shall inform the Operations and Administration Committee of that possibility.

The Operations & Administration Committee, in turn, shall determine if an actual, potential, or appearance of conflict of interest exists.

Enforcement and Appeal:

The provisions of this policy shall be construed and enforced by the Board or the Operations & Administration Committee.

The Director in question shall not be present for deliberation or vote on the matter and must not attempt to influence improperly the determination of whether a conflict of interest exists.

All decisions, determinations, and actions taken by the Board or the Operations & Administration Committee with respect to this Conflict of Interest Policy are final and not subject to review.

Location:

A copy is maintained in the Administration Office.

Adopted: January 15, 2008

Revised: May 19, 2020