

Conflict of Interest Policy

Library trustees and employees shall adhere to the highest standards of honesty, good faith and fair dealing in all activities relating to the organization.

No trustee, employee or any member of their respective families or households shall accept gifts, gratuities, or favors of any kind from any person, firm or corporation doing business or seeking to do business with the library, and which could reasonably be expected to influence, or created the appearance of influencing, their actions affecting the library.

Without full and complete disclosure to and approval by the Board of Trustees, no trustee or employee shall have any position of influence with, or a material financial interest in, any other entity, the existence of which does or could reasonably be expected to conflict with the proper performance of their duties or responsibilities to library, or which could reasonably be expected to affect their independent judgment and action with respect to transactions between the library and such other entity. If such a position exists, it must be disclosed to the Library Director and to the President of the Board.

Each trustee and the Library Director shall provide the Board of Trustees with a written notification of any transaction or situation that may imply any reasonable doubt concerning the possible existence of a conflict of interest by the director or staff person.

In the event that the library may wish to contract or enter into an arrangement for goods or services under circumstances that may present a conflict of interest affecting one or more of its trustees or employees, the following shall apply. The affected person(s) of the library agree(s) to provide full information to the Board of Trustees to allow the Board of Trustees to approve or disapprove by resolution, with the advantage of full disclosure, such contract or arrangement. The affected person shall recuse himself from the vote.

Annually, and upon start of duties, library trustees and employees shall complete and return to the President of the Board a Disclosure of Interests Form.

The President of the Board shall administer this policy. Any disputed action of the Library Director or other library employee with respect to this policy shall be resolved by the Board of Trustees.

Adopted by the Greenwood Reading Center Board of Trustees on 05/14/2026