



WESTMONT PUBLIC LIBRARY

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westmontlibrary.org

Providing the community with the keys to lifelong learning.

Conflict of Interest Policy

Purpose

The purpose of this policy is to set guidelines so all policies and financial decisions of the Westmont Public Library are impartially applied and determined.

Definitions

For purposes of this policy, the following definitions apply.

Conflict of interest: an actual or potential conflict of interest occurs when a trustee or employee is in a position to influence a decision that may result in personal financial gain for that trustee or employee, or a family member of such person, as a result of the Library's business dealings or other operations. No presumption of a conflict is created by the mere existence of a social relationship between trustees or employees or their family members with outside parties that perform Library business.

Family member: a spouse, children, step-children, parents, step-parents, siblings, step-siblings, half-siblings, sons-in-law, daughters-in-law, grandparents, and grandchildren, as well as the parents and grandparents of the employee or trustee's spouse, and any person living with the employee or trustee.

Disclosure and Disqualification

No trustee or employee, nor any family member of such person, shall receive any benefit from Library action, beyond that which is available to any other private party, patron, or taxpayer, due to such person's relation to, or as a result of privileged information or support provided by any trustee or employee. Because trustees and employees make decisions involving purchases, contracts, and leases, it is imperative that they promptly disclose any potential or actual conflict of interest. To the extent known, any trustee or employee of the Library who has, will have, or subsequently acquires any interest in any contract with the Library, shall disclose the nature and extent of such interest to the Library Director (for employees), or to the Library Board (for trustees and Library Director) as soon as they have knowledge of such actual or prospective interest. In the case of a Library Board decision, it is incumbent upon trustees to disqualify themselves from voting on and/or from discussion of the related purchase, contract, or lease. In the case of a staff decision, the staff member will be disqualified from making decisions about the related purchase, contract, or lease.