

Conflict of Interest Policy

The Belmont Literary and Historical Society Free 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 create 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 the 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 themselves from the vote.

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

If no conflicts exist, the individual must indicate "No conflicts to disclose" on the 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.

Approved: March 20, 2025

Disclosure of Interests Form

The Conflict of Interest Policy, which sets forth standards of expected conduct, includes a provision requiring trustees and employees to disclose all interests that could result in a conflict.

Please complete and return this Disclosure of Interests Form. The disclosure requirements are intended to provide the Board with a systematic and ongoing method of disclosing and ethically resolving potential conflicts of interest. Although it is impossible to list every circumstance giving rise to a possible conflict of interest, the following will serve as a guide to the types of activities that might cause conflicts and that should be fully reported:

1. Outside Interests

- a. To hold, directly or indirectly, a position or a material financial interest in any other entity from which the individual has reason to believe the library secures goods or services, or that provides services competitive with the library.
- b. To compete, directly or indirectly, with the library in the purchase or sale of property or property rights, interests, or services.

2. Outside Activities

- a. To render directive, managerial, or consultative services to any outside concern that does business with or competes with the services of the library.

3. Inside Information

- a. To disclose or use information relating to the library's business for personal profit or advantage.

4. Gifts, Gratuities, and Entertainment

- a. To accept gifts, excessive entertainment, or other favors from any outside concern that does or is seeking to do business with the library—under circumstances from which it might be inferred that such action was intended to influence or possibly would influence the individual in the performance of their duties.
- b. This prohibition does not preclude business meals or other nominal benefits in the ordinary course of business.

Full disclosure of any situation in doubt should be made to permit an impartial and objective determination. Disclosure relates not only to yourself but also to your respective families or households.

Conflict of Interest Disclosure

A copy of the library's Conflict of Interest Policy has been furnished to me. I hereby state that I, or members of my respective families or households, have the following affiliations or interests that, when considered in conjunction with my position or relation to the library, might possibly constitute a conflict of interest. (Check "None" where applicable.)

1. Outside Interests

Identify any interests, other than investments, of yourself or your respective families or households, as described in the first numbered paragraph of the accompanying disclosure form.

() None

2. Investments

List and describe, with respect to yourself or your respective families or households, all investments that might be within the category of "financial interest", as described in the first numbered paragraph of the accompanying disclosure form.

() None

3. Outside Activities

Identify any outside activities, of yourself or your respective families or households, as described in paragraph number 2 of the accompanying disclosure form.

() None

4. Other

List any other activities in which you or your respective families or households are engaged that may be regarded as constituting a conflict of interest, giving particular attention to the paragraphs numbered 2 and 3 of the accompanying disclosure form.

() None

5. I hereby certify that neither I nor any member of my respective families or households has accepted gifts, gratuities, or entertainment that might influence my judgment or actions concerning the business of the library, except as listed below:

I hereby agree to report to the Board President any further situation that may develop before completion of my next questionnaire.

Signature: _____

Date: _____

Name (Printed): _____