

Library Board Trustee Conduct Policy

Policy Statement

To protect public trust, the library prohibits trustees from engaging in any activity, practice, or conduct which conflicts with, or appears to conflict with, the interests of the library.

Regulations

Since it is impossible to describe all the situations that may cause or give the appearance of a conflict of interest, the prohibitions included in this policy are not intended to be exhaustive and only include some common examples.

1. Trustees may not engage, directly or indirectly, either on or off the job, in any conduct that is disloyal, disruptive, competitive, or damaging to the library. Trustees are expected to represent the library in a positive and ethical manner. In public the board shall speak as a single unit and not as individuals. As individuals, board members have no authority except for that specifically delegated by the board.
2. The board shall conduct its business in such a way as to minimize risks of liability and will call upon the advice of professionals (legal, financial, architectural, and insurance, etc.) as appropriate.
3. Trustees or their immediate families shall not solicit, accept or receive, directly or indirectly, any gift, whether in the form of money, service, loan, travel, entertainment, or hospitality in which it can reasonably be inferred that the gift is intended to influence his or her in the performance of the trustee's official duties or is intended as a reward for any official action on their part. In the case of receipt of gifts that are of a substantial nature as determined by the library board president but of no use in the library, these are to be returned at library expense with a note of explanation that the library policy does not permit the acceptance of such a gift.
4. Trustees shall not engage in a business transaction in which they would profit or benefit financially because of confidential information obtained by reason of library position or authority.
5. Trustees must disclose any financial interest they or their immediate family have in any firm that does business with the library or that might affect their judgment in carrying out library business.
6. Trustees shall not use their official position to secure, request or grant any privileges, exemptions, advantages, contracts, or preferential treatment for themselves or others.
7. Library property, not generally accessible to the public, should be protected and conserved and shall not be used for personal gain.
8. Monetary gratuities can only be accepted by trustees as donations to the library.

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9. Trustees shall not engage in or accept employment or render services for a public or private interest when such employment or rendering of services is incompatible or in conflict with official library duties or when such activity may impair independence of judgment or action in the performance of library duties.
10. Trustees shall not hold any public office that may interfere with the daily business of the library or be incompatible with their employment or office with the library.
11. The library shall not hire immediate family members of current members of the library board. A library board trustee is not eligible for consideration as a prospective employee until two years beyond the date of last service as a member of the library board.
12. The library may cover expenses for library board trustees to attend events and library-related conferences subject to the availability of funds and approval by the library board. Rotation of opportunity among library board trustees will be determined by the library board officers in consultation with the director who will keep a record of trustee attendance. Those wishing to attend who have been to the particular conference the fewest number of times or not at all will be given preference.
13. A trustee shall notify the president or vice president of the board of the possible conflict of interest, which then will be reviewed by the board of trustees.

Approved: June 20, 2012
Clinton-Macomb Public Library Board of Trustees