

Board “Conflict of Interest” Policy
Mexico Public Library
Adopted by the Board of Trustees July 2022

The Board of Trustees affirms that the trustees and staff of the library have an obligation to exercise their authority and to carry out the duties of their respective positions for the sole benefit of the library. They should avoid placing themselves in positions in which their personal interests are, or may be, in conflict with the interests of the library. Where a potential conflict of interest exists, it shall be the responsibility of the person involved or any other person with knowledge to notify the Board of Trustees of the circumstances resulting in the potential conflict so that the Board of Trustees can provide such guidance and take such action as it shall deem appropriate. The existence of any such conflict and the process shall be documented in the minutes of any meeting in which the conflict was discussed or acted on.

1. Financial Interests

- A) Ownership by the individual directly or indirectly of a material financial interest in any business or firm from which the library obtains goods or services, or which is a competitor of the library.
- B) Competition by the individual, directly or indirectly, with the library in the purchase or sale of property or any property right or interest.
- C) Representation of the library by the individual in any transaction or activity in which the individual, directly or indirectly, has a material financial interest.
- D) Any other circumstance in which the individual may profit, directly or indirectly, from any action or decision by the library in which he or she participates, or which he or she has knowledge.

2. Inside Information

- A) Disclosure or use by the individual of confidential information about the library, its activities or intentions, for the personal profit or advantage of the individual or any person.
- B) Members of Mexico Public Library Board, committees, and staff shall refrain from obtaining any list of library patrons that results in personal benefit.

3. Conflicting Interests other than Financial

Representation as director, officer, agent or fiduciary of another company, institution, agency or person in any transaction or activity which involves this library as an adverse party or with adverse interests.

4. Gifts and Favors

Acceptance of gifts or favors from any firm or individual which does or seeks to do business with, or is a competitor of, the library under circumstances which imply reasonably that such action is intended to influence the individual in the performance of his or her duties.

Each individual shall disclose to the Board any personal interest which he or she may have in any matter pending before the Board and shall refrain from participation in any decision on such matter. No Trustee who directly or indirectly is involved in a potential conflict of interest shall be counted in determining the existence of quorum at any meeting of the Board where the potential conflict is considered, nor shall the trustee vote on any action of the Board regarding that potential conflict.