**ALDRICH PUBLIC LIBRARY**

**BOARD OF TRUSTEES AND LIBRARY EMPLOYEE**

**CONFLICT OF INTEREST & ETHICS POLICY**

**INTRODUCTION**

The Aldrich Public Library is dedicated to maintaining excellence in providing library services to the public. Public trust demands that Library Trustees and employees act with integrity in accordance with the highest ethical standards.

The Board of Trustees shapes the future of the Library. In doing so, the Board of Trustees oversee the management of the Library’s assets, including its collections, programs, facilities, and financial assets, to ensure they are effectively protected, maintained and developed in support of the Library’s mission and purposes as established by the Library’s Articles of Incorporation, Bylaws and Mission Statement.

This policy is in accordance with Vermont state statute under Title 11B, Chapter 8, Section 8.31.

**COMPLIANCE WITH LAWS AND OTHER ETHICAL STANDARDS**

Library Trustees shall comply with the letter and spirit of all applicable local, state and federal laws and international conventions, the ethical standards set forth in this Ethics and Conflicts Policy for Trustees, and any additional ethical standards set forth by organizations relevant to the particular profession(s) of each Trustee. In case of any conflict or inconsistency between this Policy and any other relevant ethical standards, Trustees should comply with the most stringent provision in order to ensure the highest level of integrity.

**TRUSTEE DUTIES**

Trustees have the fiduciary duties of care and diligence, loyalty, and obedience. The duty of care and diligence requires Trustees to perform their duties in good faith and in a manner a reasonably prudent person would believe to be in the best interests of the library. The duty of loyalty requires that Trustees refrain from engaging in personal activities that would injure or take advantage of the library. The duty of obedience requires Trustees to act with fidelity to the Library’s mission, policies, and bylaws as well as applicable local, state, and federal laws.

Trustees shall be attentive to the Library’s activities and finances and shall oversee the way in which the Library’s assets and affairs are managed. This includes attending and participating in meetings, reading and understanding financial statements, asking questions and exercising sound judgment.

**TRUSTEE AND EMPLOYEE DUTIES**

Trustees and employees should keep in mind that any action taken by them as individuals may reflect on or be attributed to the Library. No Trustee or employee shall misuse the Library’s name, reputation, property or services, nor shall any Trustee or employee compromise the Library’s goodwill.

**CONFIDENTIAL INFORMATION**

Unless otherwise required by law, Trustees and employees shall not disclose confidential information obtained in the course of their duties as Trustees or employees. Confidential information is any information that is not generally available to the public. The obligation to keep such information confidential shall continue after the cessation of a Trustee’s term on the Board of Trustees or the employee’s employment at the Library.

**CONFLICTS OF INTEREST**

The Aldrich Public Library is dependent on the trust of its community to successfully achieve its mission. Therefore, it is crucial that all Board members and employees conduct business on behalf of the Aldrich Public Library with the highest level of integrity, avoiding any conflict of interest or appearance of conflict.

A Trustee or employee has a conflict of interest when the Trustee or employee or any member of his or her family directly or indirectly:

* Receives a personal, business or other benefit as a result of the Trustee’s or employee’s affiliation with the library. Other than compensation, no employee shall derive any personal profit or gain, directly or indirectly, as a result of his or her employment by the Aldrich Public Library except through such activities that may facilitate professional advancement or contribute to the profession such as publications and professional service. Such activities must be fully disclosed to the board.
* Has any personal or business affiliation with any organization or individual with lobbying interests on library matters.

Each Trustee and employee shall exercise care to ensure that no harm to the Library’s interests results from a conflict of interest between the Library’s interests and any personal, business or other interests of the Trustee or employee or any member of their family. Each Trustee shall disclose to the Board any personal interest which he or she may have in any matter pending before the Board and shall recuse him or herself from participating in any decision on such matter.

When beginning formal association with the Library, each Director, Trustee, and employee shall sign the following Conflict of Interest Disclosure.