



# Reed Memorial Library

## **BOARD OF TRUSTEES AND LIBRARY EMPLOYEE CONFLICT OF INTEREST AND NEPOTISM POLICY**

### Conflict of Interest

No Board member or committee member of the Reed Memorial Library shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation on the Board. Other than compensation, no employee shall derive any personal profit or gain, directly or indirectly, by reason of his or her employment by the Reed Memorial Library except through activities that may facilitate professional advancement or contribute to the profession such as publications and professional service and have been fully disclosed to the Board.

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.

Members of Reed Memorial Library Board, committees, and staff shall refrain from obtaining any list of library patrons that results in personal benefit.

### Nepotism

The Library will not hire or knowingly allow the simultaneous employment of two or more immediate relatives.

Board members and their immediate relatives shall be excluded from consideration for employment.

Nepotism situations include, but are not limited to: (a) staffing, (b) contracted services, and (c) other situations which might fairly represent a conflict of interest. For the purpose of this policy, “immediate relative” includes spouse, domestic partner or significant other, child, parent, sibling, grandparents, in-laws, grandchildren, niece, nephew, uncle, aunt, step relationships or any person related by blood or marriage.

APPROVED BY THE BOARD OF TRUSTEES: April 6, 2022

**Statement of Associations**

This is to certify that I, except as described on the reverse of this sheet, am not now nor at any time during the past year have been:

A participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party doing business with Reed Memorial Library that has resulted or could result in personal benefit to me.

Any exceptions to the above are stated on the reverse of this sheet with a full description of the transactions, whether direct or indirect, which I have (or have had during the past year) with persons or organizations having transactions with Reed Memorial Library.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name: \_\_\_\_\_

Reed Memorial Library position:  
\_\_\_\_\_