

SOUTH NEW BERLIN FREE LIBRARY BOARD OF TRUSTEES CONFLICT OF INTEREST POLICY AND DISCLOSURE FORM

Adopted: February 2009 Revised: 8/7/2024

In their capacity as Trustees, the members of the Board of Trustees (the "Board") of the South New Berlin Free Library must act at all times in the best interests of the South New Berlin Free Library. The purpose of this policy is to help inform the Board about what constitutes a conflict of interest, assist the Board in identifying and disclosing actual and potential conflicts, and help ensure the avoidance of conflicts of interest where necessary. This policy may be enforced against individual Board members as described below.

1. Board members have fiduciary duty to conduct themselves without conflict to the interests of the South New Berlin Free Library. In their capacity as Board members, they must subordinate personal, individual business, third-party, and other interests to the welfare and best interests of the South New Berlin Free Library.
2. A conflict of interest is a transaction or relationship which presents or may present a conflict between a Board member's obligations to the South New Berlin Free Library and the Board member's personal, business or other interests.
3. All conflicts of interest are not necessarily prohibited or harmful to the South New Berlin Free Library. However, full disclosure of all actual and potential conflicts, and a determination by the disinterested Board members - with the interested Board member(s) recused from participating in debates and voting on the matter - are required.
4. All actual and potential conflicts of interests shall be disclosed by individual Board members to the Board through the annual disclosure form and/or whenever a conflict arises. The disinterested members of the Board shall make a determination as to whether a conflict exists and what subsequent action is appropriate (if any). The Board shall retain the ultimate enforcement authority with respect to the interpretation and application of this policy.
5. On an annual basis, all Board members shall be provided with a copy of this policy and required to complete and sign the acknowledgement and disclosure form below. All completed forms shall be provided to and reviewed by the South New Berlin Free Library Board.

**BOARD OF TRUSTEES CONFLICT OF INTEREST
ACKNOWLEDGEMENT AND DISCLOSURE FORM**

I have read the South New Berlin Free Library Board of Trustees Conflict of Interest Policy and agree to comply fully with its terms and conditions at all times during my service as a South New Berlin Free Library Trustee. If at any time following the submission of this form I become aware of any actual or potential conflicts of interest, or if the information provided below becomes inaccurate or incomplete, I will promptly notify the South New Berlin Free Library Board President and Library Director in writing.

Disclosure of Actual or Potential Conflicts of Interest:

Board Member Signature: _____

Board Member Printed Name: _____

Signature Date: _____