



509 North Main
Maryville, MO
64468-1610

Phone: (660) 582.5281
Fax: (660) 582.2411

Maryville Public Library Policy

Section B: EXECUTIVE BOARD BYLAWS,
ADMINISTRATION

Subject 700: Conflict of Interest, Page 1 of 1

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Conflict of Interest Policy

Maryville Public Library Board of Trustees members have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which the library wishes to operate.

An actual or potential conflict of interest occurs when a Board member is in a position to influence a decision that may result in a personal gain for that member or for a relative as a result of library business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if members have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to the Board of Trustees as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where a member or relative has a significant ownership in a firm with which the Library does business, but also when a member or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the firm.

PROCEDURES

1. The Board member is to notify the entire Board of Trustees of any potential conflict of interest during relevant discussion of the issue or decision and prior to any voting on such an issue or decision.
2. A Board member believing they have a conflict of interest should state the conflict of interest directly and withdraw from actions/decisions/or discussion of the issue or pending issue.
3. The President (or Vice-President if the conflict of interest issue directly involves the President) will resolve the issue of conflict of interest prior to any Board decision or actions pertaining to the matter over which a conflict or potential conflict exists.
4. The President or Vice-President may ask for a vote regarding the matter from the non-affected Board members. This session may be held in private with the affected member asked to leave the room during discussion (following the opportunity for the Board to ask questions of the affected Board member in person). The vote would spell out one of the following courses of action:
 - A. Conflict of interest present. Board member resignation is requested.
 - B. Conflict or potential conflict of interest present. Board member asked to abstain from all discussion and voting on the relevant matter.
 - C. No conflict of interest. Board member able to participate fully in relevant discussion and voting.
 - D. The Library Director, though having no voting privileges, is bound by this policy and personnel policies regarding conflict of interest. Any such potential conflict should be revealed to the Board of Trustees prior to discussion or action on Board agenda items.