



## Conflict of Interest Policy

The Board of Trustees (“the Board”) of the Geneva Public Library (“the Library”) resolves that its members must scrupulously avoid any conflict of interest between the interests of the Library and personal, professional, or business interests.

No member of the Board, the Treasurer, any Key Employee<sup>1</sup>, nor any member of their immediate families, shall personally benefit financially from any transaction made by or on behalf of the Library. Board Trustees, the Treasurer, and Key Employees must annually sign an acknowledgment that they have read and understood the Policy.

### Agreement

As a Trustee, Treasurer, or Key Employee, I understand that the purpose of this policy is to protect the integrity of the Library’s decision-making process, so that our constituents have confidence in our decisions.

In the course of meetings or activities, I agree that I will disclose any interest in a transaction or decision where I (including my business or other non-profit affiliation), my family, and/or my significant other, employer, or close associate will receive a benefit or gain. After disclosure, I understand that I may be asked to leave the room for the discussion and will not be permitted to vote on the question.

I understand that this policy is meant to be a supplement to good judgment and I will respect its spirit as well as its wording.

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Amended by the Board of Trustees:** 9/28/2011, 6/29/2016, 6/28/2017, 6/27/2018, 6/29/2022, 6/28/2023, 6/26/2024

**Reviewed by the Policy Review Committee:** 6/10/2024

---

<sup>1</sup> A key employee is any person who is in a position to exercise substantial influence over the affairs of the Geneva Public Library, including, but not limited to, the Director or Finance Clerk.