

<b>Town Hall Library Policy Manual</b>	<b>Library Board Policy</b>	<b>Issued: October 2004 Reviewed: July 2011 Reviewed: December 2015 Reviewed: February 2021</b>
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Refer to Chapter 43 of Wisconsin Statutes, (particularly section 43.58) the Wisconsin Public Library Trustee Manual and individual library bylaws for the responsibilities and authority of the library board and individual trustees.

The library encourages trustees to take advantage of training opportunities offered by the public library system and by state agencies and organizations. Likewise, the library encourages trustees to be active in the state library organization and its efforts to inform the governor and legislature of the benefits and needs of public libraries.

<b>Town Hall Library Policy Manual</b>	<b>Conflict of Interest for Library Trustees</b>	<b>Issued: November 2011 Revised: September 2014 Reviewed: February 2021</b>
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The purpose of this policy is to ensure that the financial interests of the members of the Library Board of Trustees ("Trustee") do not conflict with the public trust.

By definition: "Conflict" or "Conflict of Interest" is the use by a Trustee of the authority of his or her office or any confidential information received through his or her position as a Trustee for the pecuniary benefit of himself or herself, a member of his or her immediate family, or a business with which he or she or member of his or her immediate family is associated.

**Given this,**

- Trustees shall not engage in conduct that constitutes a conflict of interest.
- A Trustee shall not participate, directly or indirectly, in the making of any contract on behalf of the library for goods or services in which he or she is financially interested either as an employee, partner or principal or has a direct ownership interest of more than 5% in the entity, except for the services for which a Trustee is specifically retained. Nor shall a Trustee participate in any decision or recommendation involving the library where such people shall have a direct or indirect financial interest.

- Any Trustee aware of a personal conflict of interest regarding a matter coming before the Board shall bring this to the attention of the Board, shall not vote on the matter and shall excuse him/herself from any discussion regarding the matter by leaving the room, and shall not be counted in determining the quorum if that has not already been established for the meeting. These points shall be recorded in the Minutes of such meetings.
- A Trustee shall not hire or vote for the hiring of any person related by blood or marriage as an employee of the library when the compensation of such employee is to be paid from public funds.
- Per Town Hall Library By-Laws, no Trustee may be an employee of the library, or the Town of Merton, and may not receive anything of value that could reasonably be expected to influence his or her vote or other official action.