

Library Board Ethics and Conflict of Interest Policy

Policy Statement

The Rochester Hills Public Library Board understands that the trust of its community is crucial to achieving its mission. Therefore, all Board members must conduct business on behalf of the Rochester Hills Public Library with the highest level of integrity avoiding any impropriety or the appearance of impropriety.

Regulations

1. Board members must perform their duties diligently. Board members should understand their fiduciary obligation to act in the best interests of the Library.
2. Board members should not engage in discrimination that violates state or federal law.
3. Board members should understand and follow the requirements of the United States and Michigan Constitution. Board members shall also follow all federal, state, and applicable local laws, including but not limited to the Michigan Library Privacy Act and the Freedom of Information Act.
4. Board members and employees should avoid situations in which their personal interests, activities or financial affairs are, or are likely to be, perceived as being in conflict with the best interests of the Library.
 - a. A conflict of interest shall include, but is not limited to, a matter pending before the Library Board in which the Board member has a direct financial interest.
 - b. The Board member has an obligation to notify the Board President if there is a matter that is or may be a conflict of interest.
 - c. If the Library Board determines a legal conflict of interest exists, the Board member shall not participate in the discussion or decision involving the matter.
5. Board members should not use or attempt to use their position with the Library to obtain unwarranted privileges or advantages for themselves or others. Board members should adhere to all procedures and policies of the Library and shall not attempt to obtain special privileges relating to the use of the Library.
6. Board members should engage in civil discussions on Library Board issues and agenda items. Once a decision is made, Board members are expected to defer to the decision of the Board even if the Board member did not vote in favor of the decision.
7. The Library Board should conduct its business in such a way as to minimize risk of liability and call upon the advice of professionals (legal, financial, architectural, and insurance, etc.) as appropriate.
8. Board members shall not interfere with the routine management responsibilities of the director or the supervision of library staff.

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9. The library may cover expenses for Board members to attend events and library related conferences subject to approval by the Library Board. Rotation of opportunity among Board members will be determined by the Library Board.
10. Neither Board members nor their immediate family members are eligible for consideration as a prospective employee until two years beyond their date of last service as a member on the Library Board of Trustees.
11. Conflict of Interest Statement - Upon taking the oath of office, each Board member shall read this policy and sign a statement agreeing to comply with the policy.

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By signing this document, I agree to follow the policy and adhere to the standards set forth in policy.

Name: _____

The undersigned acknowledges:

1. Receipt of the Rochester Hills Public Library Board Ethics and Conflict of Interest Policy, and
2. Board member obligations under this Policy.

Signature: _____

Date: _____

Approved: February 13, 2024

Rochester Hills Public Library Board of Trustees