

**KENNEBUNK FREE LIBRARY**  
**CONFLICT OF INTEREST POLICY**

The Kennebunk Free Library adopts this Conflict of Interest Policy in recognition of the importance of the Board's compliance with the conflict of interest laws [Title 13-B, §718] governing Maine non-profit boards.

1. Statement of Potential Conflicts. Prior to taking his or her position on the Board of Trustees, and annually thereafter at the August meeting of the Board of Trustees, each Trustee shall complete and sign the Trustee Conflict of Interest Statement which is attached hereto and made a part hereof. The President and the Board of Trustees shall become familiar with the statements of all Trustees in order to guide the conduct of the Board should such a conflict arise.
2. Conduct of Meetings of the Board of Trustees When a Conflict Exists. At such time as any matter comes before the Board of Trustees which involves or may involve a conflict of interest, the affected Trustee shall make known the potential conflict, whether disclosed by his or her written statement or not. Such Trustee shall answer any questions that might be asked of him or her and shall disclose all material facts. At the discretion of the President, such Trustee may (i) be allowed to participate in the discussion; (ii) be asked to withdraw from participating in the meeting for so long as the matter shall continue under discussion; or (iii) be asked to leave the meeting for so long as the matter shall continue under discussion, whichever the President determines is the most appropriate under the circumstances.
3. Effect of Conflict. The Trustees of the Library may be interested, directly or indirectly, in any contract, transaction or act relating to or incidental to the operations conducted by the Library, and may freely make contracts, enter into transactions, or otherwise act for or on behalf of the Library in such matters; provided that (i) the direct or indirect interest of the Trustee in the proposed contract, transaction or act shall first be disclosed to and approved by the Board of Trustees; (ii) any Trustee directly or indirectly interested in the contract, transaction or act shall refrain from voting on the matter; and (iii) no contract, transaction or act shall be entered into or taken on behalf of the Library if such contract, transaction or act would jeopardize the Library's status as a nonprofit Library, or its tax-exempt status under Section 501(c)(3) of the Code, if applicable.

## **KENNEBUNK FREE LIBRARY**

### **TRUSTEE CONFLICT OF INTEREST STATEMENT**

I do hereby acknowledge that I have received and understand documentation of the Conflict of Interest laws [Title 13-B, §718] governing Maine non-profit Boards, the Kennebunk Free Library Ethics Statement for Public Library Trustees and all associated policies and guidelines.

Neither I, nor to the best of my knowledge, any member of my immediate family has any interests in, received benefits of, or taken any actions which could be considered a violation of the law and its corresponding guidelines and policies. I have listed below all businesses and other organizations of which I am an officer, trustee, member, owner (either as a sole proprietor or a partner), a shareholder, employee or agent with which the Library has, or might be expected to have, a relationship or a transaction in which I could potentially have a conflicting interest.

Further, where I am aware of a potential conflict with any of the programs, events, or policies of the Kennebunk Free Library I will disclose the conflict to the Board of Trustees and have the conflict documented in the official minutes of the meeting.

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Trustee Name

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Trustee Signature

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Date