

the situations or criteria listed above.

2. Following full disclosure of a possible conflict of interest or any condition listed above, the Board of Trustees shall determine whether a conflict of interest exists and, if so the Board shall vote to authorize or reject the transaction or take any other action deemed necessary to address the conflict and protect Jordanville Public Library's best interests. Both votes shall be by a majority vote without counting the vote of any interested director, even if the disinterested directors are less than a quorum provided that at least one consenting director is disinterested.

3. No Board Trustee shall serve as an employee of the Jordanville Public Library .

4. An interested Board member, officer, or staff member shall not participate in any discussion or debate of the Board of Trustees, or of any committee or subcommittee thereof in which the subject of discussion is a contract, transaction, or situation in which there may be a perceived or actual conflict of interest. However, they may be present to provide clarifying information in such a discussion or debate unless objected to by any present board or committee member.

5. Anyone in a position to make decisions about spending Jordanville Public Library's resources (i.e., transactions such as purchases contracts) – which may result in a conflict of interest has a duty to disclose that conflict as soon as it arises (or becomes apparent); s/he should abstain in any final decisions.

6. A copy of this policy shall be given to all Board members, staff members, or other key stakeholders upon commencement of such person's relationship with Jordanville Public Library or at the official adoption of stated policy. Each board member, officer, staff member shall sign and date the policy at the beginning of her/his term of service or employment and each year thereafter. Failure to sign does not nullify the policy.

7. This policy and disclosure form must be filed annually by all specified parties. The Disclosure Form can be found in the Appendix of Forms.