

## Policy Statement

To protect public trust, the Library discourages board trustees from engaging in any activity, practice, or conduct which conflicts with, or appears to conflict with, the interests of the Library.

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## Regulations

1. The Library may cover expenses for board trustees to attend events and library-related conferences subject to approval by the library board. Rotation of opportunity among board trustees will be determined by the library board in consultation with the director who will keep a record of trustee attendance.
  2. The Board speaks through its duly adopted resolutions. As individuals, board trustees have no authority to speak on behalf of the Board, except for that specifically delegated by the Board. Nothing in this policy prevents board trustees from speaking in public as individual citizens, as is their right, so long as they do not state that they are speaking on behalf of the Board.
  3. The Board recognizes that adequate financial support is the basis for good library service and, as the legally elected governing body of the Library, accepts the responsibility for securing this support.
  4. The Board should conduct its business in such a way as to minimize risks of liability and call upon the advice of professionals (legal, financial, architectural, insurance, etc.) as appropriate.
  5. The Library shall not hire immediate family members of current board trustees. A board trustee is not eligible for consideration as a prospective employee until one year beyond the date of last service as a member of the library board.
  6. Trustees should not engage in a business transaction in which they or a family member would profit or benefit financially because of confidential information obtained by reason of library position or authority.
  7. Trustees should disclose any financial interest they or their immediate family have in any firm that does business with the library or that might affect their judgment in carrying out library business.
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Approved: November 9, 2020  
Comstock Township Library Board of Trustees