

WISCONSIN VALLEY LIBRARY SERVICE
Board of Trustees Meeting
January 17, 2015

WISCONSIN VALLEY LIBRARY SERVICE
Conflict of Interest Policy and Disclosure Form – Draft (1)

No trustee of the Wisconsin Valley Library Service shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation on the board.

Each trustee shall disclose to the board any personal interest which he or she may have in any matter pending before the board and shall refrain from participation in any decision on such matter.

If a trustee perceives a possible conflict of interest for another trustee, he or she should point this out and the WVLS Board should then decide whether or not the issue represents a conflict of interest for the trustee in question before the discussion on the issue proceeds.

Therefore, to preserve and uphold the Wisconsin Valley Library Service’s as an organization of unimpeachable integrity, each trustee will sign a conflict of interest statement at the beginning of each calendar year (and at the commencement of their service) during their tenure on the Wisconsin Valley Library Service Board of Trustees.

Statement of Associations

This is to certify that I, except as described below, am not now nor foresee at any time in the future to be:

A participant directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party doing business with the Wisconsin Valley Library Service that will result or could result in personal benefit to me.

Any exceptions to the above are stated below, with a full description of the transaction/s or potential transaction/s, whether direct or indirect, which I have or may have with persons or organizations that have transactions with the Wisconsin Valley Library Service.

Signature: _____ Date: _____
Printed Name: _____
WVLS Position: _____

(Edited from *The Complete Library Trustee Handbook*; 2010)

**WISCONSIN VALLEY LIBRARY SERVICE
Conflict of Interest Disclosure Form – Draft (2)**

Conflict of Interest Disclosure Form

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest between the Wisconsin Valley Library Service and your personal or professional interests, financial or otherwise.

Examples of reportable conflicts may include: other library, nonprofit and nonprofit board/s you or your immediate family member sit on, or any for-profit businesses for which you or an immediate family member are an employee, consultant, officer or director, or a majority shareholder. (This is not intended to be a comprehensive list.)

_____ I have no conflict of interest to report

_____ I have the following conflict(s) of interest to report

- 1. _____
- 2. _____
- 3. _____

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I have reviewed, and agree to abide by, the Conflict of Interest Policy of the Wisconsin Valley Library Service.

I understand that I remain under a **continuing obligation** to report conflicts as they arise, including those that were not reported on this Disclosure Form, but which later become relevant to the WVLS activity in which I am involved.

Signature: _____

Date: _____

Please share a copy of this Disclosure Form with the WVLS Director. Keep a copy for your records.

(Edited from the AMERICAN ASSOCIATION OF LAW LIBRARIES Conflict of Interest Disclosure Form)