

## Ethics and Conflicts of Interest Policy

Adopted by the Hinckley Public Library District Board of Trustees  
March 13, 2023

Library Trustees hold positions of public trust. Trustees are expected to conduct themselves according to the highest ethical standards and to avoid conflicts of interest.

- Trustees are expected to observe ethical standards with absolute truth, integrity, and honor.
- Trustees must avoid situations in which personal interests might be served or financial benefit gained at the expense of library patrons, colleagues, or the institution. It is incumbent upon any Trustee to disqualify themselves immediately, whenever the appearance of a conflict of interest exists.
- Trustees must be aware of and comply with the Illinois Governmental Ethics Act and State Gift Ban Act.
- No Trustee shall engage in any business or transaction, or have a financial or personal interest, whether directly or indirectly, that is incompatible with the proper discharge of their official duties in the public interest or that may tend to impair their independence of judgement or action in the performance of such official duties. Library Trustees may not be employed by the library.
- Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes, and those of the institution, acknowledging the formal position of the Board even if they personally disagree.
- Trustees must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.
- Trustees must be prepared to support to the fullest, the efforts of librarians in resisting censorship of library materials by groups or individuals.
- Trustees who accept Board responsibilities are expected to perform all of the functions of Library Trustees as described in the Illinois Compiled Statutes (75 ILCS 16).
- Trustees should respect the opinions and contributions of other Trustees and work toward acceptable compromise on contentious issues.
- Trustees should refer complaints and/or requests for information from the public to the Library Director.
- Trustees should refer staff grievances or problems to the Library Director, who has full responsibility for managing staff.

- Trustees must conform to the Open Meetings Act in posting and conducting meetings with advance notice to the press and public.
- Trustees shall be governed by all applicable State of Illinois statutes with emphasis on the following sections from the Public Officer Prohibited Activities Act:

(50 ILCS 105/3) (from Ch. 102, par. 3)

Sec. 3. Prohibited interest in contracts.

No person holding any office, either by election or appointment under the laws or Constitution of this State, may be in any manner financially interested directly in his own name or indirectly in the name of any other person, association, trust, or corporation, in any contract or the performance of any work in the making or letting of which such officer may be called upon to act or vote. No such officer may represent, either as agent or otherwise, any person, association, trust, or corporation, with respect to any application or bid for any contract or work in regard to which such officer may be called upon to vote. Nor may any such officer take or receive, or offer to take or receive, either directly or indirectly, any money or other thing of value as a gift or bribe or means of influencing his vote or action in his official character. Any contract made and procured in violation hereof is void.

(50 ILCS 105/4) (from Ch. 102, par. 4)

Sec. 4. Any alderperson, member of a board of trustees, supervisor or county commissioner, or other person holding any office, either by election or appointment under the laws or constitution of this state, who violates any provision of the preceding sections, is guilty of a Class 4 felony and in addition thereto, any office or official position held by any person so convicted shall become vacant, and shall be so declared as part of the judgment of court.

Trustee acknowledges compliance with the Ethics and Conflicts of Interest Policy

Signature\_\_\_\_\_

Printed Name\_\_\_\_\_

Date\_\_\_\_\_