



Huntsville Public Library

Commitment of Board Members, Confidentiality and Conflict of Interest Policy

Policy Number: G-21-03

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Policy Amended: July 13th 2021

Policy Review Date: June 2025

Definitions

Library: Huntsville Public Library

Library Board: Huntsville Public Library Board

PLA: Public Libraries Act, R.S.O. 1990, c. P44

Town: Town of Huntsville

Duties of Board Members, Confidentiality and Conflict of Interest

It is the duty of each member of the HPL Board of Trustees to act in the best interests of The Huntsville Public Library. This includes a fiduciary duty to The Library to act honestly and in good faith, and a duty to avoid any potential conflicts of interest.

Support of the HPL Events and Projects

Trustees are strongly encouraged to support the programs and special events of the HPL.

In addition it is the expectation that board members adhere to all by-laws including the following:

1. Attendance at Monthly Board Meetings

By-Law 5: Meetings of the Board of Directors

III. ATTENDANCE AT MEETINGS

In accordance with the Public Libraries Act, s. 13, should a Trustee be absent for 3 consecutive meetings, the Board shall consider the Trustee disqualified from the Board and then notify the appointing council that the seat is vacant or consider the circumstances of the absence and pass

a resolution authorizing that person to continue as a Board Trustee.

2. Committees of the Board

By-law 8: Committees of the Board

The purpose of committees is to facilitate the business of the Board. Committees shall operate with the terms of reference established and approved by the Board.

It is expected that each Trustee will serve on at least one committee.

3. Board Performance Review

By-law 15: Board Performance Review

The Trustees shall regularly review the Board's performance by means of an annual survey. It is expected that all Trustees participate in the evaluation process.

4. Confidentiality

By-law 16: Confidentiality

Board members shall not reveal any of the records or information listed below, and in discussing operations of The Library with any person, should carefully consider whether the content of such discussion would fall under these descriptions.

Trustees shall not disclose any business of The Library on any form of Social Media other than that conducted by library staff on a website or other media platform curated and controlled by The Library.

During the course of carrying out their duties, trustees will have access to:

1. Records containing information that is sensitive to the relationship between The Library and the Town of Huntsville or other organizations;
2. Personal information of The HPL staff, contractors or other persons working or collaborating with The Library;
3. Information that other persons or organizations would reasonably consider to be confidential.

5. Conflict of Interest

By-law 17: Board members shall disclose any actual or potential conflict of interest to the Board of Trustees (Board); also disclose any situation which could reasonably be perceived to create an actual or potential conflict of interest.

1. An actual or potential conflict of interest may include but is not limited to the following:
 - a) A contract for services or corporate opportunity, including but not limited to contracts with business suppliers to the HPL, or an interest with such contracts;
 - b) Any financial arrangement under which obligations are incurred by the trustee, involving the trustee, his or her spouse, with a business supplier of The HPL;
 - c) Disclosure of any actual or potential conflict shall be done in writing to the Board as soon as possible following the development or discovery of the actual or potential conflict of interest.
2. The Board shall discuss and record in the minutes the effect of the actual or potential conflict, and take whatever action is appropriate to identify, disclose, control or eliminate the actual or potential conflict.
3. The Board shall exclude the trustee involved in the actual or potential conflict of interest from any discussion, decision, or action taken by the Board in response to the actual or potential conflict of interest.