

## Section 1.6

### Confidentiality

A new board or committee member shall execute this agreement concurrently with assumption of their responsibilities.

- I. Our Board of Trustees acknowledges the importance of confidentiality with respect to the affairs of the Greenville Area Public Library. In light of this acknowledgement, members of the Board agree to keep confidential, during and after service on the Board, all potentially damaging information acquired pertaining to the organization and any related activities in the course of membership on the Board et al. This commitment to confidentiality includes:
  - A. Information relating to a donors' identity, giving levels and personal information.
  - B. Information regarding the strategic plan, programs and processes of the Library toward meeting goals in the plan and the Library's competitive position.
  - C. Financial information including annual budgets, revenues, expenses, long- term capital expenditures, fundraising and equipment purchases; and information regarding the organization's financial condition such as debt, liquidity, reserves and endowment, return on investment and profitability.
  - D. Performance of management executives and staff including evaluations, compensation, contract and employment conditions, and top management succession plans.
  - E. Contractual and legal details and negotiations involving the Library.
- II. It is particularly important that the Board recognize the sensitivity of information regarding donations, capital equipment decisions, real estate purchases, procurement of goods and services, decisions regarding closures, mergers, grant applications and other strategic plans have an impact on the organization's competitive position relative to other library service providers and not-for-profits (both institutional and individual) in the Library's direct service area.
  - A. Trustees and committee members understand that the Greenville Area Public Library is a private entity and its right to private Board deliberations is to be actively protected by the Greenville Area Public Library et al. Trustees are to direct any media inquiry on any issue to the Board President or Executive Director, unless otherwise directed through Board consensus.
- III. It is our Board Executive Committee's responsibility to address infractions of this Confidentiality Agreement and will meet with any board member in conflict to discuss the issue. The Executive Committee will make recommendations to the full Board based on findings.

Approved 7//18/2023

Greenville Area Public Library Board of Directors

Greenville Area Public Library Policy

## Confidentiality Agreement

I have read and understand Policy 1.6 regarding Confidentiality and the responsibilities of Board Members regarding this issue.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name: \_\_\_\_\_

*Please return this signed document to the Library Director*