

North Babylon Public Library
Conflict of Interest

Trustees, directors, officers and employees of the North Babylon Public Library hold their positions to serve and benefit the public and not for unwarranted personal or private gain in the exercise and performance of their official powers and duties. They have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest.

This policy applies to the trustees, directors, officers, employees and volunteers of the North Babylon Public Library and shall supersede any prior conflict of interest policy.

No trustee, director, officer or employee shall use his/her position or official powers and duties to secure financial or material benefit for himself/herself, a relative, or any private organization in which he/she is deemed to have an interest.

If an employee or Trustee has any influence on transactions involving purchases, contracts, leases, negotiations, etc. from which he/she may gain financially, he/she has an obligation to disclose to the Board of Trustees, the existence or any actual or potential conflict of interest. Such disclosure shall be made publically at a meeting of the Board of Trustees and shall be documented in meeting minutes.

Any actual or potential conflict of interest occurs when an employee or Trustee is in a position to influence a decision that may result in a personal gain for the employee or the Trustee, family member, partner, etc. as a result of the Library's business dealings. An employee or a Trustee has an interest in a proposed transaction if he/she has a financial interest in it in a material amount, or has any financial interest in any organizations involved in the proposed transaction, or holds a position as trustee, director, officer, employee, etc. in any such organization or receives any direct or indirect remuneration, gifts, favors, etc.

Any actual or potential conflict of interest must be disclosed by the individual to the Library Director and/or the Board of Trustees. When a conflict of interest is relevant to a matter requiring action, the interested individual must call it to the attention of the President, Board of Trustees and shall not participate, deliberate, vote, etc. on the matter.

Prior to the initial election of any Trustee and annually thereafter, each Trustee shall complete, sign and submit to the library Board a written statement identifying, to the best of the Trustee's knowledge, any entity of which such trustee is an officer, director, trustee, member, owner (sole proprietor or partner), or employee with which the library does business with and in which the trustee may have a conflicting interest. Each Trustee must annually resubmit such written statement to the President of the Board. This can be done at the annual reorganization meeting.

No trustee, director, officer or employee who has disclosed an interest to the Board of Trustees may participate in any decision or take any official action with respect to the matter giving rise to the

disclosure. The person with a conflict of interest shall not be present at or participate in Board or committee deliberations or vote on the matter giving rise to such conflict. Any such person is prohibited against any attempt to influence improperly the deliberations or voting on the matter giving rise to such conflict. If the power of duty is vested in a person with a conflict of interest, the duty shall be exercised by the other Board members or other delegated individual.

No trustee, director, officer or employee may acquire investments that would be in conflict with official duties.

No trustee, director, officer or employee may engage in any private employment, including the rendition of any business, commercial, professional or other types of services when such employment is in conflict with official duties.

No trustee, director, officer or employee may accept future employment that would be in conflict with past official duties.

No trustee, director, officer or employee may use or permit the use of library resources for unlawful purposes.

No trustee, director, officer or employee may have an interest in a contract that is prohibited by section 801 of General Municipal Law.

No trustee, director, officer or employee may participate in any employment decision on a relative. No trustee, director, officer or employee may supervise a relative in the performance of the relative's official powers or duties.

No trustee, director, officer or employee may seek political solicitations.

No trustee, director, officer or employee who acquires confidential information in the course of exercising or performing his/her official power or duties may disclose such information unless the disclosure or use is required by law or in the course of exercising or performing his/her official powers and duties.

No trustee, director, officer or employee shall directly or indirectly solicit or receive any gifts including cash, checks, loans, credit, services, travel, entertainment, hospitality or any other form in any amount having a value of \$75.00 or more in which it could be inferred that this gift was intended to influence him/her in their performance of official duties or was intended as a reward for any official action.

A Board of Ethics shall be established consisting of three members, a majority of whom shall not be trustees, directors, officers or employees, but at least one of whom must be a trustee, director, officer or employee. The members of such board will be appointed by the Board of Trustees, serve at the pleasure of the Board of Trustees and receive no salary or compensation for their services as members of the board of ethics. The board of ethics shall render advisory opinions with respect to article 18 of General Municipal Law. Such a board of ethics shall be convened when required.

The Library Director will post this policy. The Library Director will distribute this policy to trustees, directors, officers and employees. All trustees, directors, officers and staff must acknowledge receipt of this document in writing (Affirmation of Compliance).

Any trustee, director, officer or employee who violates this code may be censured, fined, suspended or removed from office of employment in the manner provided by law.

Approved by the Board of Trustees
December 16, 2014

Affirmation of Compliance

I have received and read the Conflict of Interest policy of the North Babylon Public Library. By signing this document, I hereby affirm that I understand and agree to comply with the policy.

() I hereby state that I do not have any conflict of interest in the business dealings with the library that has not been previously disclosed.

() I believe that I may have a potential conflict of interest. Please explain. Use additional paper if necessary.

The final determination as to whether a conflict of interest exists will be determined by the library's Board of Trustees.

If any situation should arise in the future that I think may involve me in a conflict of interest, I will promptly and fully disclose, in writing, the circumstances to the President, Board of Trustees and/or Library Director.

Name: _____

Signature: _____

Date: _____