

Conflict of Interest and Ethics Policy

To ensure that Library Staff and Trustees do not benefit from their employment or relationship to the Library, it shall be the policy of the Library to comply with New York State's Public Officers Law §73 and §74, Code of Ethics, and 19NYCRR Part 930, Honoria and Reimbursement for travel expenses. Further, the purpose of this Policy is to protect the Library's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Library or might result in a possible excess benefit transaction.

Interested Person:

Any Trustee or Director who has a direct or indirect financial interest, as defined below, is an interested party.

Financial Interest:

A person has a financial interest if the person has, directly or indirectly, through business investment or family:

- An ownership or investment interest in an entity with which the Library has a transaction or arrangement,
- A compensation arrangement with the Library or with any entity or individual with which the Library has a transaction or arrangement, or,
- A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Library is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest.

Duty to Disclose:

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Trustees considering the proposed transaction or arrangement.

Determining Whether a Conflict of Interest Exists:

After disclosure of the financial interest and all material facts and after any discussion with the interested person, they shall leave the Trustees' meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Trustees shall decide if a conflict of interest exists.

Procedure:

An interested person may make a presentation to the Board of Trustees but after the presentation, they shall leave the meeting during the discussion of, and the vote upon, the transaction or

arrangement in question. The chairperson of the Board shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement. After exercising due diligence, the Board of Trustees shall determine whether the Library can obtain, with reasonable efforts, a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict, the Board can determine by a majority vote of the disinterested Trustees whether the transaction or arrangement is in the Library's best interest, and whether it is fair and reasonable.

Violations of the Conflict of Interest Policy:

If the Board of Trustees has a reasonable cause to believe a Trustee or Director has failed to disclose actual or possible conflicts, it shall inform the party of the basis for such belief and afford the party an opportunity to explain the alleged failure to disclose. If, after hearing the party's response and making further investigation as warranted by the circumstances, the Board determines the party has failed to disclose an actual or possible conflict, the Board shall take appropriate disciplinary and corrective action up to and including dismissal or termination, and referral to the New York State Board of Regents for possible removal of a Trustee, pursuant to New York State Education Law Section 226.

Records of the Proceeding:

The minutes of the proceeding shall contain the following:

- The name(s) of the persons who disclose or were otherwise found to have a financial interest in connection with the actual or possible conflict, the nature of the financial interest, any action taken to determine if the conflict exists and the Board's decision as to whether a conflict actually existed.
- The names of the Trustees who were present for the discussion and vote relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement and a record of the votes taken.

Ethics:

No officer or employee of the Library shall have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity or incur any obligation of any nature, which is in substantial conflict with the proper discharge of their duties in the public interest.

No officer or employee of the Library shall accept employment or engage in any business or professional activity, which will require them to disclose confidential information, which they have gained by reason of his official position or authority nor shall they disclose confidential information acquired by them in the course of their official duties nor use such information to further their personal interests.

No officer or employee of the Library shall use or attempt to use their official position to secure unwarranted privileges or exemptions for themselves or others, including but not limited to, the

misappropriation to themselves or to others of the property, services or other resources of the Library for private business or other compensated services or other resources of the Library for private business or other compensated non-governmental purposes.

An officer or employee of the Library shall not by their conduct give reasonable impression that any person can improperly influence them or unduly enjoy their favor in the performance of their official duties, or that they is affected by the kinship, rank, position or influence of any party or person.

An officer or employee of the Library shall endeavor to pursue a course of conduct, which will not raise suspicion among the public that they are likely to be engaged in actions that are in violation of their trust.

Any officer or employee who shall knowingly and intentionally violate any of the provisions of this section may be fined, suspended or removed from office or employment in the manner provided by law.

Further, Library Trustees shall not be employees of the Library

Periodic Reviews:

To ensure the Library operates in a manner that is consistent with the Policy, periodic reviews shall be conducted.

Revised: July 2013
Amended: November 2014