

Conflict of Interest Policy

The purpose of the following policy and procedures is to prevent the personal interest of staff members, and board members from interfering with the performance of their duties to Saugerties Public Library, or result in personal financial, professional, or political gain on the part of such persons at the expense of Saugerties Public Library or its patrons, supporters, and other stakeholders.

Definitions: *Conflict of Interest (also Conflict)* means a conflict, or the appearance of a conflict, between the private interests and official responsibilities of a person in a position of trust. *Interest* means a direct or indirect pecuniary or material benefit accruing to a Library Trustee or employee as the result of a contract with the Library which such officer or employee serves. Persons in a position of trust include staff members, officers, and board members of Saugerties Public Library. *Board* means the Board of Trustees. *Officer* means an officer of the Board of Trustees. *Volunteer* means a person—other than a board member—who does not receive compensation for services and expertise provided to Saugerties Public Library. *Staff Member* means a person who receives all or part of her/his income from the payroll of Saugerties Public Library. *Patron* means a customer of Saugerties Public Library. *Supporter* means corporations, foundations, individuals, 501 (c) (3) nonprofits, and other nonprofit organizations who contribute to Saugerties Public Library.

Policy and Practices

1. Full disclosure, by notice in writing, shall be made by the interested parties to the full Board of Trustees in all conflicts of interest, including but not limited to the following:
 - a. A board trustee is related to another board member or staff member by blood, marriage or domestic partnership.
 - b. A staff member in a supervisory capacity is related to another staff member whom she/he supervises.
 - c. A board member or his/her organization accrues a direct or indirect pecuniary or material benefit from a Saugerties Public Library transaction or staff member of such organization receives payment from Saugerties Public Library for any subcontract, goods, or services other than as part of her/his regular job responsibilities or as reimbursement for reasonable expenses incurred as provided in the bylaws and board policy.

- d. A board member's organization receives grant funding from Saugerties Public Library.
- e. A board member or staff member is a member of the governing body of a contributor to Saugerties Public Library.
- f. A volunteer working on behalf of Saugerties Public Library who meets any of the situation or criteria listed above.

2. Following full disclosure of a possible conflict of interest or any condition listed above, the Board of Trustees shall determine whether a conflict of interest exists and, if so the Board shall vote to authorize or reject the transaction or take any other action deemed necessary to address the conflict and protect Saugerties Public Library's best interests. Both votes shall be a majority vote without counting the vote of any interested trustee, even if the disinterested trustees are less than a quorum provided that at least one consenting trustee is disinterested.

3. No Board Trustee shall serve as an employee of the Saugerties Public Library.

4. An interested Board member, officer, or staff member shall not participate in any discussion or debate of the Board of Trustees, or of any committee or subcommittee thereof in which the subject of discussion is a contract, transaction, or situation in which there may be a perceived or actual conflict of interest. However, they may be present to provide clarifying information in such a discussion or debate unless objected to by any present board or committee member.

5. Anyone in a position to make decisions about spending Saugerties Public Library's resources (i.e., transactions such as purchase contracts), which may result in a conflict of interest has a duty to disclose that conflict as soon as it arises (or becomes apparent); s/he should abstain in any final decisions.

6. A copy of this policy shall be given to all Board members, staff members, or other key stakeholders upon commencement of such person's relationship with Saugerties Public Library or at the official adoption of stated policy. Each board member and officer, shall sign and date the policy at the beginning of her/his term of service and each year thereafter. Staff members and volunteers shall sign and date the policy at the beginning of their employment or service. Failure to sign does not nullify the policy.

Approved by the Saugerties Public Library board on August 12, 2014

Review History: October 2022

Review Cycle: 3 years



Conflict of Interest Policy

Disclosure Form

This form must be filed annually by all specified parties, as identified in the Saugerties Public Library’s Conflict of Interest Policy.

_____ I have no conflict of interest to report

_____ I have the following conflict of interest to report (please specify):

The undersigned, by their affixed signature, note their understanding of the implications of this policy.

Signature

Printed Name

Date