

## **Conflict of Interest Policy**

### *Article I: Obligations of Trustees and Certain Employees of the Library*

The Trustees, Library Director and Library Supervisors are obligated to act in the best interest of the Cutchogue New Suffolk Free Library. This obligation requires that the Trustees, Library Director and Library Supervisors, in the performance of their duties, seek only to further the Library's mission. At all times, the Trustees, Library Director and Library Supervisors are prohibited from using their position, job title or the Library's name or property for private profit or benefit.

All Trustees, the Library Director and all Library Supervisors shall have a further obligation to conduct business and carry out their duties and responsibilities within these guidelines prohibiting actual or potential conflicts of interest.

These guidelines provide general direction about the way the Library wishes its business to operate and what is considered acceptable standards of conduct so that the Trustees, Library Director and Library Supervisors will know what is expected of them and how to proceed when an actual or potential conflict arises.

A. The Trustees, Library Director and Library Supervisors shall neither solicit nor accept gratuities, favors or anything of monetary value from suppliers of property, goods or services to the Cutchogue New Suffolk Free Library.

B. The Trustees, Library Director and Library Supervisors shall not participate in the selection, award or administration of a purchase or contract with suppliers of property, goods or services where, to his or her knowledge, the Trustee, Library Director or Library Supervisor, a spouse, domestic partner or any member of the Trustee's, Library Director's or the Library Supervisor's family, or a business partner of the Trustee, Library Director or Library Supervisor has a material financial interest in that purchase or contract. In addition, any Trustee, Library Director or Library Supervisor who presently is, or who is seeking a position as, an officer, director or employee of a person, business or organization that has a material financial interest in a purchase or contract under consideration by the Library, shall not participate in the selection, award or administration of that purchase or contract.

C. A Trustee shall not vote on prospective purchases or contracts when an actual or potential conflict of interest exists. The Trustee may present factual information pertaining to the purchase or contract and respond to questions presented during the discussion of these matters.

### *Article II: Duty to Disclose*

The Trustees, Library Director and Library Supervisors are required to make a prompt and full disclosure of any material financial interest, either direct or indirect, that he or she, his or her

spouse, domestic partner, business partner or any member of the family may have in any purchase or contract under consideration by the Library.

A. A “material financial interest” is defined as having an ownership interest of 10 percent or more in a supplier or potential supplier of property, goods or services to the Library, or as receiving taxable income or gifts from the supplier of property, goods or services to the Library.

B. The Trustees and Library Director shall disclose the existence of an actual or potential conflict of interest to the Board of Trustees. A Library Supervisor shall disclose this information to the Library Director.

C. A Trustee, the Library Director or Library Supervisor who has disclosed a conflict should request that the disclosure be recorded in the official minutes of the next meeting of the Board of Trustees.

D. The Trustees, Library Director and Library Supervisors are required to file a disclosure form when appointed or hired and on or before January 31 of every year thereafter if there has been a change in their personal circumstances.

#### *Article III: Ascertaining Whether a Conflict of Interest Exists*

A prospective Trustee, Library Director or Library Supervisor shall complete an application which requests information regarding the existence of actual or potential conflicts of interest. Inquiry shall be made about the person’s past or present business dealings with the Library and whether the person’s spouse, domestic partner, business partner or any member of the family is employed by or provides goods and services to the Library. If the applicant responds in the affirmative, the Board of Trustees shall be notified by the Nominating Committee prior to appointment. If an actual or potential conflict of interest is disclosed by a prospective Trustee or Library Director, the Nominating Committee shall make inquiry into the nature and extent of the conflict and determine whether it will prevent the person from being selected. If an actual or potential conflict of interest is disclosed by a prospective Library Supervisor, the Library Director shall make inquiry into the nature and extent of the conflict and determine whether it will prevent the person from being hired.

#### *Article IV: Violations of the Conflict of Interest Policy*

If the Board of Trustees has reasonable cause to believe that a Trustee, the Library Director or Library Supervisor has failed to disclose an actual or potential conflict of interest, the Board President shall inform the person of the basis for its belief and allow the person an opportunity to explain their alleged failure to disclose. In the event the Board determines that the reasons for non-disclosure were not reasonable, such failure to disclose shall be grounds for disciplinary action, which may include removal of the Trustee, termination of the Library Director’s contract or discharge of the Library Supervisor.

**CONFLICT OF INTEREST DISCLOSURE FORM**

Do you have any obligations, commitments, rights or interests that might actually or potentially conflict with your judgment, decision-making or ability to work for and on behalf of the Cutchogue New Suffolk Free Library? YES\_\_ NO\_\_

Does your spouse, domestic partner, business partner or any member of your family have any obligations, commitments, rights or interests that might actually or potentially conflict with your judgment, decision-making or ability to work for and on behalf of the Cutchogue New Suffolk Free Library? YES\_\_ NO\_\_

Do you have a "material financial interest," meaning an ownership interest of 10 percent or more in a supplier or potential supplier of property, goods or services to the Library? YES\_\_ NO\_\_

Does your spouse, domestic partner, business partner or any member of your family have a "material financial interest," meaning an ownership interest of 10 percent or more in a supplier or potential supplier of property, goods or services to the Library, or do any of them, to your knowledge, receive taxable income or gifts from any supplier of property, goods or services to the Library? YES\_\_ NO\_\_

Have you received any compensation, gifts, benefits or hospitality from any supplier of goods and services to the Library? YES\_\_ NO\_\_

Has your spouse, domestic partner, business partner or any member of your family, to your knowledge, received any compensation, gifts, benefits or hospitality from any supplier of goods and services to the Library? YES\_\_ NO\_\_

If you answered, "yes" to any of these questions then, without revealing any proprietary or confidential information, briefly describe each and every obligation, commitment, right or interest you or your spouse, domestic partner, business partner or any member of your family have. Attach additional pages if necessary:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By signing this form, I acknowledge that I have read, understand and agree to uphold the Cutchogue New Suffolk Free Library Conflict of Interest Policy. I further confirm my understanding that any violation of the Library's Conflict of Interest Policy could subject me to appropriate disciplinary action, which may include termination of my position on the Board of Trustees or discharge from my staff position.

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

I hereby affirm that as of this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, no known conflicts of interest exist other than those stated herein.

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_