

Richfield Springs Public Library
Conflict of Interest Policy

STATEMENT:

The purpose of the following policy and procedures is to prevent the personal interest of staff members, board members, and volunteers from interfering with the performance of their duties to Richfield Springs Public Library, or result in personal financial, professional, or political gain on the part of such persons at the expense of Richfield Spring Public Library or its members, 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. Persons in a position of trust include staff members, and board members of the Richfield Springs Public Library.

Board means the Richfield Springs Public Library board of trustees.

Volunteer means a person-other than a board member-who does not receive compensation for services and expertise provided to Richfield Springs Public Library and retains a significant independent decision-making authority to commit resources of the organization.

Staff member means a person who receives all or part of her/his income form the payroll of Richfield Springs Public Library.

Supporter means nonprofit organizations who contribute to Richfield Springs Public Library, such as a Friends Group.

POLICY:

1. General

- a. Trustees serving on the Board act in a fiduciary capacity and owe to the library, a duty of loyalty and fidelity, it being their responsibility to discharge their duties in good faith, with a high degree of diligence, care and skill, and for the sole benefit of the library.
- b. Trustees shall perform their duties with independent judgment of individuals, not as representatives of any group, firm or interest in which they may participate or the ideas or aims of which they may espouse. All actions taken and all decisions made as a trustee should be solely in the interest and for the benefit of the library.
- c. The staff members, volunteers and supporters of the library shall be subject to the applicable personal benefits, disclosure of conflicts and favors provisions of this policy.

IMPLEMENTATION

2. Trustees, staff members, volunteers and supporters shall exercise the strictest honesty, loyalty, and fidelity in the discharge of their duties and in all dealings with or on behalf of the library. They shall not use their positions on the Board or any knowledge gained therefrom, or participate directly or indirectly in any arrangement, investment, contract or activity. So as to result in direct or indirect gain or benefit

for themselves, their families or their associates, and no such gain or benefit may be achieved at the expense of the library's best interest.

3. 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 member 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 their organization stands to benefit from a Richfield Springs Public Library transaction or staff member of such organization receives payment from Richfield Springs 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 Richfield Springs Public Library.

e. A board member or staff member of the governing body of a contributor to Richfield Springs Public Library.

1. A volunteer working on behalf of Richfield Springs Public Library who meets any of the situations or criteria listed above.

4. 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 Richfield Springs Public Library's best interests. Both votes shall be by 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.

5. A Board member or committee member who is formally considering employment with Richfield Springs Public Library must take a temporary leave of absence until the position is filled. Such a leave will be taken within the Board member's elected term which will not be extended because of the leave. A Board member or committee member who is formally considering employment with Richfield Springs Public Library must submit a written request for a temporary leave of absence to the secretary of the Richfield Springs Public Library board, indicating the time period of the leave. The Secretary of the Richfield Springs Public Library will inform the President of the Board of such a request. The President will bring the request to the Board for action. The request and any action taken shall be reflected in the official minutes of the Richfield Springs Public Library.

6. A 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.

7. At the meeting of the board next following the receipt of any facts or disclosures hereunder which indicate the existence of an actual or potential conflict of interest, the person concerned shall report such facts to the Board, and the minutes of the meeting shall reflect such disclosure.

8. Should the Board become aware of any failure to disclose an actual or potential conflict of interest or any other breach of the policies and procedures set forth herein, the matters shall be referred to the Officers of the Board of Trustees for consideration. The Officers of the Board of Trustees may take such corrective action or make such recommendations, including disciplinary action, in the matter as it shall deem appropriate.

9. Anyone in a position to make decisions about spending Richfield Springs Public Library's resources (i.e., transactions such as purchases contracts)-who also stands to benefit from that decision-has a duty to disclose that conflict as soon as it arises (or becomes apparent); s/he should not participate in any final decisions.

10. FAVORS: No member of the Board of Trustees, staff member, supporter, or volunteer shall accept any favor which might affect or appear to affect his judgment on any matter affecting the library.

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

12. This policy and disclosure form must be reviewed filed annually by all specified parties.

13. The policy on Conflict of Interest shall be kept on file in the records of the library for as long as such policy remains in effect. All disclosure statements submitted by trustees and staff members shall be kept in the records of the library for the duration of service or employment and for a period of five years thereafter.

Approved: 1/28/15

Updated:

Approved:

Richfield Springs Public Library
Conflict of Interest Disclosure Form

____ 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