

PLAINEDGE PUBLIC LIBRARY

CONFLICT OF INTEREST

Adopted by the Board of Trustees November 17, 2014

Statement of Purpose

The Plainedge Public Library is dedicated to maintaining excellence in providing Library service to the community. The purpose of the Conflict of Interest Policy is to assure that the business of the Plainedge Public Library is always conducted in accordance with the highest standards of ethical behavior and totally free from the possible influence of any and all conflicts of interest. The Library Board is committed to avoiding any situation in which the existence of a conflict of interest or any unethical behavior by a Trustee, Staff Member or Volunteer may call into question the integrity of the management of the Library.

Definitions

Board Members are elected by the residents of the community to serve a five (5) year term as a Trustee.

Staff Members include all personnel officially employed by the Library.

Volunteers perform services to the Library without compensation or any other personal benefit.

Interest involves a direct or indirect monetary or material benefit acquired by or given to a Trustee, Staff Member, Volunteer/ his/her family member or personal friend from any business transaction that the Plainedge Public Library does with a firm, corporation, contractor, organization or private person.

Conflict of Interest

No Library Trustee, Staff Member or Volunteer:

*May use his/her position to solicit, accept or receive a financial or other benefit from any firm, corporation, contractor, organization or private person that does business or intends to do business with the Library.

*Accept gifts of any kind that could create an appearance of an impropriety or undue influence in the management or operations of the Library.

*Disclose confidential information acquired in the course of his/her official duties and use such information to further his/her own personal interests or that of family members or personal friends.

Obligation to Report a Conflict of Interest

In the event that a Trustee, staff member or volunteer knows of or perceives a direct or indirect conflict of interest, he/she shall report the matter to the Director. If this is not possible, the President or Vice President of the Board of Trustees will be so notified and shall in turn bring the matter to the attention of the Board.

Procedure for Resolution of Conflict

A Trustee, Staff Member or Volunteer who discovers or has knowledge that he/she has or may have an actual or potential conflict of interest shall:

*Fully, completely and immediately disclose in writing the existence and extent of such conflict of interest to the Library Director and or members of the Library Board of Trustees.

*If a conflict of interest involves a Library Trustee he/she will not participate in any discussions, deliberations and proceedings of the Board of Trustees relating to any and all activities that are the subject of an actual or potential conflict of interest.

*No Trustee, Staff Member or Volunteer with a conflict of interest shall attempt in any way to influence improperly, directly or indirectly the deliberations and voting by the Board of Trustees on the matter giving rise to the conflict of interest.

*The Library Board of Trustees will conduct a full investigation to determine if a conflict of interest does, in fact, exist and shall take all appropriate and necessary action to resolve and eliminate any conflict of interest.

*Any resolution by the Board of Trustees dealing with a conflict of interest or an ethics violation will keep the Library's best interest paramount in all decisions.

*If after hearing a Trustee's, Staff Member's, or Volunteer's response and further investigation is conducted on the matter, the Board determines that the Trustees, Staff Member or Volunteer has failed to disclose an actual or possible conflict of interest appropriate disciplinary and corrective action will be taken.

Documentation of a Conflict of Interest and Resolution

In the event that a Trustee, the Director, Staff Member or Volunteer discloses the existence of a conflict of interest or ethical violation, the Board of Trustees will document and include in the official Minutes of the Board Meeting the resolution of the conflict of interest or ethics violation, including the vote of each Trustee on the matter.

Distribution of the Conflict of Interest Policy

A copy of the Plainedge Public Library Conflict of Interest Policy and Ethics Policy will be given to every Trustee presently serving on the Board. Thereafter, each Trustee and new Employee and Volunteer shall be given a copy of each before entering upon the duties of his/her office, employment or volunteer service. This policy will be included in the Employee Staff Manual.