

Conflict of Interest Policy

Purpose

The Watkins Glen Public Library strives to maintain the highest standards of integrity, transparency, and ethical behavior. This policy outlines the standards of conduct expected from library trustees and employees to avoid conflicts of interest.

Standards of Conduct

Library trustees and employees shall adhere to the highest standards of honesty, good faith, and fair dealing in all activities related to the organization.

Acceptance of Gifts

No trustee, employee or any member of their respective families or households shall accept gifts, gratuities, or favors of any kind from any person, firm or corporation doing business or seeking to do business with the library, and which could reasonably be expected to influence, or create the appearance of influencing, their actions affecting the library.

This prohibition is not intended to preclude business meals or other nominal benefits with a maximum limit of \$50.00 (fifty dollars) in value during the reasonable and ordinary course of business.

Disclosure of Conflicts

Without full and complete disclosure to and approval by the Board of Trustees, no trustee or employee shall have any position of influence with, or a material financial interest in, any other entity that does or could reasonably be expected to conflict with the proper performance of their duties or responsibilities to library, or which could reasonably be expected to affect their independent judgment and action with respect to transactions between the library and such other entity.

If such a position exists, it must be disclosed to the Library Director and to the President of the Board.

Notification of Potential Conflicts

Each trustee and library employee shall provide the Board of Trustees with a written notification of any transaction or situation that may imply any reasonable doubt concerning the possible existence of a conflict of interest.

Annually, and upon start of duties, library trustees and employees shall complete and return to the President of the Board a Disclosure of Interests Form (Appendix X). Records of this form will be maintained by the Library Director.

Contracting and Arrangements

In the event that the library may wish to contract or enter into an arrangement for goods or services under circumstances that may present a conflict of interest affecting one or more of its trustees or employees, the following shall apply:

1. The affected person(s) shall provide full information to the Board of Trustees.
2. The Board of Trustees will approve or disapprove such contract or arrangement by resolution, with the advantage of full disclosure.
3. The affected person(s) shall recuse themselves from the vote.

The President of the Board shall administer this policy. Any disputed action of the Library Director or other library employee with respect to this policy shall be resolved by the Board of Trustees.

Adopted on August 21, 2024

**Watkins Glen Public Library
Disclosure of Interests Form**

Appendix X

First and Last Name: _____

Position/Title: _____

I, _____, have received a copy of the Watkins Glen Public Library's Conflict of Interest Policy. I hereby state that I, or members of my respective families or households, have the following affiliations or interest and have taken part in the following transactions that, when considered in conjunction with the position with or relation to the Library, might possibly constitute a conflict of interest. Check "None" where applicable.

Outside Interests

Identify any interests, other than investments, of yourself or your respective families or households, as described in the first numbered paragraph of the accompanying disclosure form.

☐ None

Investments

List and describe, with respect to yourself or your respective families or households, all investments that might be within the category of "financial interest", as described in the first numbered paragraph of the accompanying disclosure form.

☐ None

Outside Activities

Identify any outside activities, of yourself or your respective families or households, as described in paragraph number 2 of the accompanying disclosure form.

☐ None

Other

List any other activities in which you or your respective families or households are engaged that may be regarded as constituting a conflict of interest, giving particular attention to the paragraphs numbered 2 and 3 of the accompanying disclosure form.

☐ None

I hereby certify that neither I nor any member of my respective families or households has accepted gifts, gratuities, or entertainment that might influence my judgment or actions concerning the business of the Library, unless noted above. I certify that I will report to the Board President if any changes or additions arise.

Signature

Date

Board President or Vice President Signature

Date