

Conflict of Interest

Members of the Seneca Falls Library Board of Trustees and the library's employees are expected to represent the library in a positive and ethical manner and have an obligation both to avoid conflicts of interest, and/or the appearance of conflicts of interest.

Possible conflicts of interest should be disclosed upon election to the Board of Trustees or at hire through completion of a Code of Ethics/Conflict of Interest Disclosure Statement, as attached to this policy.

Any trustee with a continuing conflict should complete a new statement each year within 30 days of the annual meeting. If a conflict or potential conflict should arise during a trustee's term, a statement should be completed or updated and filed immediately with the board secretary and the Audit Committee. If a conflict should arise for an employee, the form should be completed and filed with the Library Director.

All trustees and employees should avoid any situation involving a conflict between their personal interest and the library's interest. Outside business interests should not compromise your commitment to the library.

Potential conflicts that should be promptly and fully disclosed include:

- Ownership by members of the Board of Trustees, or a member of the trustee's immediate family or an employee of a significant financial interest in a business enterprise that does business with, seeks to do business with the library.
- Participation by members of the Board of Trustees or employees as a director, officer, consultant, or in any other key role in an outside enterprise that does or seeks to do business with the library.
- A close family relationship with any person who is employed directly by the library, or whose position is in an outside enterprise that does or seeks to do business with the library.

Once a conflict has been declared, it is incumbent upon the board member and employees not to participate in discussion or votes which would affect the enterprise or person cited in the declaration. Trustees must leave the room during a discussion of the topic by the board. Trustees also must not try to influence the outcome of the vote in any way.

Any trustee may invoke this policy during a discussion and ask for a ruling from the chair on whether a board member should not participate in discussion of a particular topic as a result of a declared or an undeclared conflict of interest.

History:

Approved by the Board of Trustees July 14, 2014