



Minerva Free Library  
116 Miller Street  
Sherman, NY 14781  
Phone: 716-761-6378  
**Conflict of Interest**

## **INTRODUCTION**

Minerva Free Library is dedicated to maintaining excellence in providing library services to the public. The issue of public trust demands that Library Trustees and employees act with integrity in accordance with the highest ethical standards.

The Board of Trustees shall act to shape the future of the Library. In doing so, the Board of Trustees shall oversee the management of the Library's assets, including its collections, programs, facilities, financial assets and staff, to ensure they are effectively protected, maintained and developed in support of the Library's mission, objectives and purposes as established by the Library's Charter, Bylaws, and Mission Statement.

No Board member or committee member of the Minerva Free Library shall derive and personal profit or gain, directly or indirectly, by reason of his or her participation on the Board. Other than compensation, no employee shall derive any personal profit or gain, directly or indirectly, by reason of his or her employment by the Minerva Free Public Library except through activities that may facilitate professional advancement or contribute to the profession such as publications and professional service and have been fully disclosed to the Board.

Each individual shall disclose to the Board any personal interest which he or she may have in any matter pending before the Board shall refrain from participation in any decision on such matter.

Members of Minerva Free Library Board, committees, and staff shall refrain from obtaining any list of library patrons that results in personal benefit.

## **COMPLIANCE WITH LAWS AND OTHER ETHICAL STANDARDS**

Library Trustees shall comply with the letter and spirit of all applicable local, state and federal laws and international conventions, the ethical standards set forth in this Ethics and Conflicts Policy for Trustees, and any additional ethical standards set forth by organizations relevant to the particular profession (s) of each Trustee. In case of any conflict or inconsistency between this Policy and any other relevant ethical standards, Trustees should comply with the most stringent provision in order to ensure the highest level of integrity.

## **AVOIDANCE OF CONFLICT OF INTEREST**

Each Trustee and employee shall exercise care to ensure that no harm to the Library's interests results from a conflict of interest between the Library's interests and any personal, business or other interests of the Trustee or any member of his or her family. Trustees and employees should avoid situation in which conflict of interest, or the appearance of a conflict of interest could arise.



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## **DISCLOSURE OF POTENTIAL CONFLICT OF INTEREST**

If any Trustee, employee or any member of their family has, or reasonably expects to have interests or affiliations that could be construed as creating a conflict or the appearance of a conflict with the interests of the Library, the Trustee or employee shall promptly inform the President of the Board, who shall promptly inform the entire Board of Trustees.

Any Trustee aware of a personal conflict of interest regarding a matter coming before the Board shall bring this to the attention of the Board. The President of the Board shall rule as to whether the declaration is a conflict. If a conflict exists, the Trustee shall not vote on the matter and shall excuse him/herself from any discussion regarding the matter by leaving the room, and shall not be counted in determining the quorum if that has not already been established for the meeting. These points shall be recorded in the Minutes of such meetings.

A Trustee or employee shall not hire or vote for the hiring of any person related by blood or marriage as an employee of the library when the compensation of such employee is to be paid from public funds.

When a Board member perceives that another Trustee has a conflict of interest that has not been declared, the Board member may request the President to rule.

In the event that the President has a conflict or perceived conflict the Vice President will fulfill the role if investigating a ruling on the conflict.

Any conflict of interest brought to the attention of the Board shall be dealt with by the Board in accordance with this policy and applicable law.

## **CONFIDENTIAL INFORMATION**

Unless otherwise required by law, Trustees and employees shall not disclose confidential information obtained in the course of their duties as Trustees or employees. Confidential information is any information that is not generally available to the public. The obligation to keep such information confidential shall continue after the cessation of a Trustee's term on the Board or Trustees or the employees employment at the Library.

## **TRUSTEE-STAFF RELATIONSHIP**

Trustees should not use their position to obtain unreasonable or excessive services or expertise from Library staff. Neither Trustees nor any member of the Trustee's family shall serve as paid employees of the Library unless approved in advance by the Board.

## **INTERPRETATION**

This policy cannot describe all potential conflicts of interest or ethical issues that may arise, and its application may be uncertain at times. Trustees and employees should exercise the highest



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standards of ethical judgment and err on the side of caution. Trustees and employees are encouraged to consult with the President of the Board or Library Director if they have any questions as to the applicability of this Policy to a particular situation.

### **STATEMENTS AND DOCUMENTATION**

When beginning formal association with the Library, each Director, Trustee, and employee shall sign a statement which affirms such person:

Has received a copy of the conflicts of interest policy

- Has read and understand the policy
- Has agreed to comply with the policy
- Understand the Library is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax exempt purposes.



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**STATEMENT OF ASSOCIATIONS:**

This is to certify that I am not now nor at any time during the past year have been:

A participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party doing business with Minerva Free Library that has resulted or could result in personal benefit to me.

Any exception to the above are stated on the reverse of this sheet with a full description of the transactions, whether direct or indirect, which I have ( or have had during the past year) with persons or organizations having transactions with Minerva Free Public Library.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name: \_\_\_\_\_

Minerva Free Library Position: \_\_\_\_\_

**Board of Directors- Sherman Minerva Free Library**

**Board Approved 10/9/15**

**The Minerva Free Library reserves the right to modify this policy at any time.**



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