

Conflict of Interest

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Revised:

Last Reviewed:

The Powers Library benefits from the presence of volunteers and staff with diverse interests and expertise. The library recognizes that an individual serving the library in an elected or appointed position may have outside interests which could constitute a conflict of interest or be perceived as constituting a conflict of interest.

In discharging their responsibilities to the Library, the Director, the Board of Trustees, and staff are expected to observe the highest ethical standards, to avoid conflicts of interest or the appearance thereof, and to act as fiduciaries of the library. Any activities which do not serve the best interests of the library or which favor either the personal advantage of the individual or another person or corporation are inconsistent with the duties and responsibilities owing to the library.

Procedures and Guidelines

The Board of Trustees, the Director and employees of the Powers Library shall avoid real or perceived conflicts between their own respective personal or professional interests and the interests of the library in all actions taken by them on behalf of the library in their respective capacities.

If any member of the Board of Trustees, the Director or employee has any direct or indirect (*e.g.*, immediate family members) interest in any individual or organization which proposes to enter into any transaction with the Library, such person shall give notice of such interest or relationship and shall thereafter refrain from voting or otherwise attempting to affect any decision of the Library to participate or not participate in such transaction and the manner and terms of such transaction. The minutes of any meeting shall reflect that such disclosure was made and that such Trustee, the Director, or Employee abstained from voting and absented themselves from the final review and vote on the matter.

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Transactions shall include, but not be limited to the following:

- a. The sale, purchase, lease, or rental of property
- b. Employment, or the rendition of services, personal or otherwise
- c. The award of any appropriation, grant, fellowship, contract or subcontract
- d. The investment or deposit of any funds of the library
- e. A vote or action of the Board of Trustees or the Director which benefits a member of the Board.

Members of the Board of Trustees, the Director and employees are required to disclose any relationships, direct or indirect, (an immediate family member's relationship), which they may have with outside entities that are pertinent to the subject matter in which they are involved while serving the library. Such relationships include, but are not limited to:

- a. Service as a paid or unpaid consultant to, or speaker, investigator or employee of a commercial entity potentially affected by the work of the library
- b. Personal holdings in any commercial entity which provides products or services related to the subject matter under discussion by the Board
- c. Receipt of significant support* from a commercial or other entity related to a product or service under consideration by the Board on which a member of the Board serves.
- d. Receipt of significant support* from commercial or other entities related to a service or product presented or promoted at a Board meeting by the member

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*Any item, payment, or service valued more than \$100.

Whenever such relationship may create an actual or perceived conflict of interest relevant to a matter requiring action by the Board of Trustees, the interested person shall fully disclose the nature of the relationship and shall thereafter refrain from influencing or participating in any discussions or voting thereon.

All potential conflicts of interest and relationships with outside entities that impact on the activities of the Board shall be disclosed in writing in such manner and form as the Board may prescribe, upon appointment or election to the Board. Written disclosures shall be updated whenever a material change in the person's outside relationships occurs and/or at a minimum every three years.

In the event that a real or potential conflict exists between the direct or indirect interests of a Trustee, the Director or an employee and the Powers Library, the person shall fully disclose, in writing, all relevant facts and circumstances to the President of the Board of Trustees, who shall make a report of all relevant facts and evidence of the matter to the full Board of Trustees at its next meeting following the disclosure. The Board shall examine the facts to determine whether a conflict exists and, if so, to determine what action should be taken.

In the event that a Trustee, Director or an employee believes that an undisclosed real or potential conflict of interest exists pertaining to a different Trustee, Director or employee, notification and evidence of the potential conflict should be given to the President of the Board of Trustees, who shall make a report of all relevant facts and evidence of the matter to the full Board of Trustees at its next meeting following the disclosure. The Board shall examine the facts to determine whether a conflict exists and, if so, to determine what action should be taken.

A copy of the conflict-of-interest policy shall be furnished to each Trustee, the Director and any employee who is presently serving in the Powers Library, or who may hereafter serve in these capacities.

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This policy shall be reviewed annually for the information and guidance of the Board, the Director, and employees. Any new persons serving the library in such positions shall be advised of the policy upon undertaking their respective duties.

Name of Board Member (please print)

Signature of Board Member

Date

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Conflict of Interest - Statement of Associations

This is to certify that now nor at any time during the past year have I been:

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

Please state any exceptions to the above with a full description of the transactions, whether direct or indirect, which you have (or have had during the past year) with persons or organizations having transactions with the Powers Library.

Signature: _____

Printed name: _____

Date: _____

Library position: _____