

**GREAT NECK LIBRARY  
ANNUAL RE-ORGANIZATION MEETING**

**Tuesday, January 3, 2023 - 6:00 p.m.**

**Main Library**  
159 Bayview Avenue, Great Neck, NY 11023

**AGENDA**

*Please Note: Members of the public may comment on the published agenda for 3 minutes at the end of the meeting during open time. There shall be no public comments during the board discussions or votes. Please wait until the President recognizes you for discussion. Please turn off cell phones or place in silent mode.*

**Call to Order**

**Welcoming Remarks by President**

**Annual Report**

**BRIEF INTERMISSION-INCOMING BOARD CONVENES**

**New Business**

- (a) Election of Officers
- (b) 2023/2024 Board of Trustees Meeting Dates
- (c) Signing of Required Documents
  - 1. Confidentiality Agreement
  - 2. Trustee Code of Ethics
  - 3. Conflict of Interest
  - 4. Whistleblower Protection Policy

**Open Time**

**Adjournment**

**GREAT NECK LIBRARY**  
**ANNUAL RE-ORGANIZATION MEETING**  
**Tuesday, January 3, 2023 – 6:00 p.m.**

Main Library  
159 Bayview Avenue, Great Neck, NY 11023

**AGENDA**

*Please Note: Members of the public may comment on the published agenda for 3 minutes at the end of the meeting during open time. There shall be no public comments during the board discussions or votes. Please wait until the President recognizes you for discussion. Please turn off cell phones or place them in silent mode.*

**CALL TO ORDER**

**WELCOMING REMARKS BY THE PRESIDENT**

**REPORTS**

*The attached Annual Report contains reports from the board president, treasurer, and library director.*

**BRIEF INTERMISSION-INCOMING BOARD CONVENES**

**NEW BUSINESS**

**(a) Election of Officers**

**(i) PRESIDENT**

Any nominations for President? \_\_\_\_\_ nominates \_\_\_\_\_

Any other nominations? \_\_\_\_\_ nominates \_\_\_\_\_

Votes for 1<sup>st</sup> Nominee \_\_\_\_\_

Votes for 2<sup>nd</sup> Nominee (if any) \_\_\_\_\_

**Motion** \_\_\_\_\_

I move that the Board of Trustees elect \_\_\_\_\_ as President of the Board of Trustees for a one-year term ending January 2024.

**Second** \_\_\_\_\_ **All those in favor** \_\_\_\_\_

**Opposed** \_\_\_\_\_ **Abstention** \_\_\_\_\_

**(ii) VICE PRESIDENT**

Any nominations for Vice President? \_\_\_\_\_ nominates \_\_\_\_\_

Any other nominations? \_\_\_\_\_ nominates \_\_\_\_\_

Votes for 1<sup>st</sup> Nominee \_\_\_\_\_

Votes for 2<sup>nd</sup> Nominee (if any) \_\_\_\_\_

**Motion** \_\_\_\_\_

I move that the Board of Trustees elect \_\_\_\_\_ as Vice-President of the Board of Trustees for a one-year term ending January 2024.

**Second** \_\_\_\_\_ **All those in favor** \_\_\_\_\_

**Opposed** \_\_\_\_\_ **Abstention** \_\_\_\_\_

(iii) SECRETARY

Any nominations for Secretary? \_\_\_\_\_ nominates \_\_\_\_\_

Any other nominations? \_\_\_\_\_ nominates \_\_\_\_\_

Votes for 1<sup>st</sup> Nominee \_\_\_\_\_

Votes for 2<sup>nd</sup> Nominee (if any) \_\_\_\_\_

**Motion** \_\_\_\_\_

I move that the Board of Trustees elect \_\_\_\_\_ as Secretary of the Board of Trustees for a one-year term ending January 2024.

**Second** \_\_\_\_\_ **All those in favor** \_\_\_\_\_

**Opposed** \_\_\_\_\_ **Abstention** \_\_\_\_\_

(iv) TREASURER

Any nominations for Treasurer? \_\_\_\_\_ nominates \_\_\_\_\_

Any other nominations? \_\_\_\_\_ nominates \_\_\_\_\_

Votes for 1<sup>st</sup> Nominee \_\_\_\_\_

Votes for 2<sup>nd</sup> Nominee (if any) \_\_\_\_\_

**Motion** \_\_\_\_\_

I move that the Board of Trustees elect \_\_\_\_\_ as Treasurer of the Board of Trustees for a one-year term ending January 2024.

**Second** \_\_\_\_\_ **All those in favor** \_\_\_\_\_

**Opposed** \_\_\_\_\_ **Abstention** \_\_\_\_\_

**(b) 2023/2024 Board Meeting Dates**

**Motion** \_\_\_\_\_

I move that the Board of Trustees of the Great Neck Library accept the attached calendar for Board of Trustees meetings for 2023/2024.

**Second** \_\_\_\_\_

**All those in favor** \_\_\_\_\_

**Opposed** \_\_\_\_\_

**Abstention** \_\_\_\_\_

**(c) Signing of Required Documents**

1. Confidentiality Agreement
2. Trustee Code of Ethics
3. Conflict of Interest
4. Whistleblower Protection Policy

**OPEN TIME**

*Members of the public may comment on any new topic for 3 minutes. Please wait until the President recognizes you for discussion.*

**ADJOURNMENT**

**Motion** \_\_\_\_\_

**Second** \_\_\_\_\_

## Great Neck Library

# BOARD OF TRUSTEES MEETINGS January 2023-January 2024

**Meetings are usually held on Tuesdays at 6:00 p.m. and are open to the general public, except where indicated.**

<u>2023</u>		<u>Location</u>
January 3	Annual Re-Organization Meeting	Main
January 31	Board Meeting	Main
February 21	Board Meeting	TBD
March 13 (Monday)	Budget Workshop	Main
March 21	Board Meeting	Main
March 27 (Monday)	Budget Workshop	Parkville
April 3	Budget Hearing & Adoption	Main
April 18	Board Meeting	Main
May 16	Board Meeting	Main
June 20	Board Meeting	Main
September 19	Board Meeting	Main
October 17	Board Meeting	Main
October 30 (Monday) 10 a.m.-10 p.m.	Annual Meeting/Election	Parkville & Main
November 21	Board Meeting	Main
December 19	Board Meeting	Main
<u>2024</u>		
January 2	Annual Re-Organization Meeting	Main
January 23	Board Meeting	Main

### Special Board Meetings During the Summer of 2023

July 18  
August 15

*DRAFT*



## Confidentiality Agreement- Board of Trustees

In consideration of my attendance and participation on the Great Neck Library Board of Trustees, I agree to the following:

1. I am a member of the Board of Trustees of Great Neck Library and an invited participant in Board Executive Meetings.
2. I understand that confidential information, including, but not limited to, statistical analyses, data, forms, items, contractual terms and conditions, and the like, will be disclosed and discussed in these Meetings.
3. I understand and agree that such confidential information is not to be disclosed through any means to any third party unless authorized in advance and in writing by Great Neck Library.
4. I understand and agree that Great Neck Library is the owner of confidential information and that the maintenance of such information in confidence is vital to the Great Neck Library.
5. In the event I disclose such confidential information, I understand that I could be personally liable should damage result from such disclosure.

I have read the Statement of Confidentiality and Confidentiality Agreement and, in the capacity indicated below, agree to be bound by such conditions as indicated by my signature.

Agreed and accepted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name



## GREAT NECK LIBRARY TRUSTEE CODE OF ETHICS

Trustees are accountable for the resources of the library as well as to see that the Great Neck Library provides the best possible service to its community.

Every Trustee makes a personal commitment to contribute the time and energy to faithfully carry out his/her duties and responsibilities effectively and with absolute truth, honor and integrity.

- Trustees shall respect the opinions of their colleagues and not be critical or disrespectful when they disagree or oppose a viewpoint different than their own.
- Trustees shall comply with all the laws, rules and regulations that apply to them and to their library.
- Trustees, in fulfilling their responsibilities, shall not be swayed by partisan interests, public pressure or fear of criticism.
- Trustees shall not engage in discrimination of any kind and shall uphold library patrons' rights to privacy in the use of library resources.
- Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the library, acknowledging and supporting the formal position of the Board even if they disagree.
- Trustees must respect the confidential nature of library business and not disclose such information to anyone. Trustees must also be aware of and in compliance with Freedom of Information laws
- Trustees must avoid situations in which personal interests might be served or financial benefits gained as a result of their position or access to privileged library information, for either themselves or others.
- A Trustee shall immediately disqualify him/herself whenever the appearance of or a conflict of interest exists.
- Trustees shall not use their position to gain unwarranted privileges or advantages for themselves or others from the library or from those who do business with the library.
- Trustees shall not interfere with the management responsibilities of the director or the supervision of library staff.
- Trustees shall support the efforts of librarians in resisting censorship of library materials by groups or individuals.

By signing this document, I hereby affirm that I understand and agree to abide by the Great Neck Library Board of Trustees Code of Ethics.

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

### **300-95: Whistleblower Protection**

The Great Neck Library requires trustees and staff to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Great Neck Library, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations. As a part of that commitment to ethical conduct, This policy prohibits the Library from retaliating against a trustee, officer, employee, or volunteer who discloses to the Library information concerning illegal, fraudulent, or wrongful conduct or improper actions, which the person reasonably believes to be true and reasonably believes constitutes an improper action by a trustee, office, employee or volunteer. Any allegation that proves not to be substantiated and which proves to have been maliciously or knowingly to be false will be viewed as a serious disciplinary offense, which may result in the termination of employment.

No individual who in good faith reports a violation or suspected violation shall suffer intimidation, harassment, discrimination, retaliation, or any adverse employment consequence. An individual who retaliates against someone who has reported in good faith is subject to discipline up to and including termination of membership or termination of employment.

For purposes of this policy, the terms “wrongful or illegal conduct” shall be defined to include theft of Library money, property, or resources; misuse of authority for personal gain or other non-Library purposes; violations of applicable federal and state laws and regulations; and/or serious violations of Library policies and/or procedures.

Reporting violations of wrongful or illegal conduct may be submitted on a confidential basis. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Trustees, officers, employees, staff and volunteers who have knowledge of illegal or wrongful conduct or improper actions by an employee or volunteer or have reasonable cause to believe that such conduct or actions have occurred shall report it to the Library Director. If the Library Director is the person suspected of such conduct or actions, it should be reported to the President of the Board of Trustees.

Trustees who have knowledge of illegal or wrongful conduct or improper actions by a trustee or officer or have reasonable cause to believe that such conduct or actions have occurred shall report it to the President of the Board of Trustees. If the President of the Board of Trustees is the person suspected of such conduct or actions, it should be reported to the other trustees who serve on the board.



Upon receiving a complaint, the Board of Trustees or Library Director or their designee shall take immediate steps to conduct an investigation. The Board of Trustees, Library Director or their designee shall conduct an investigation of the alleged illegal or wrongful conduct and maintain a written record of the allegations, and the investigation and provide the Board of Trustees with a confidential report.

Appropriate corrective action will be taken by the Board of Trustees, if warranted by the investigation. After an investigation has been completed, the individual reporting the suspected violation shall be advised of the results of the investigation, except for personnel actions taken as a result of the investigation, which may be kept confidential.

An employee who has been subject to an adverse employment action based on his or her prior disclosure of an alleged or actual wrongful conduct or action may contest the action by filing a written complaint of reprisal with the Library Director. If the allegations involved actions of the Library Director, an employee may contest the action by filing a written complaint of reprisal with the President of the Board of Trustees. The Board of Trustees shall appoint a designee to investigate the claim and make recommendations to the Board. The investigation shall determine, among other things, whether the complainant made a disclosure of alleged wrongful conduct before an adverse employment action was taken. The Board of Trustees shall issue a letter of findings to the Complainant.

The Board of Trustees or their designee may establish the procedures necessary to implement this Policy. Further, the Board of Trustees and the Library will annually review his Policy an any related procedures to determine if modifications are necessary or appropriate.

This protection afforded under this Policy are not applicable under circumstances where the Library had or has independent grounds for disciplinary actions and proceedings against an employee.

This policy applies to any matter related to the Library's business and does not relate to private acts of an individual not connected to the business of the Library. Further, this policy is intended to encourage and enable trustees, officers and employees to raise serious concerns within the Library prior to seeking resolution outside the Library.

A copy of this policy shall be distributed to all director, officers, employees, and to volunteers who provide substantial services to the Library. Each of these individuals shall annually sign a statement which affirms such person.

- a) Has received a copy of the Whistleblower Protection Policy
- b) Has read and understands the policy, and
- c) Has agreed to comply with the policy.

**GREAT NECK LIBRARY**  
**PROTECTION POLICY ACKNOWLEDGMENT FORM**

I, \_\_\_\_\_, hereby acknowledge receipt of the Great Neck Protection Policy. I have read and understand the Policy and will abide by its conditions. Furthermore, I understand that any violation of the Whistleblower Protection Policy is grounds for disciplinary action up to and including termination of employment, or termination of membership.

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

Adopted 11/23/10; Revised 9/20/22

## **100-90: Conflict of Interest**

The purpose of the Conflict of Interest Policy ("Policy") is to protect the public and the Library's interest when it is contemplating entering into a transaction or arrangement that an officer, trustee, director(s), or employee of the Library might benefit from the transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to municipalities and nonprofit and charitable organizations.

This Policy sets forth standards of conduct for the guidance of its Trustees, director(s), and employees with respect to the disclosure of interests in any matter that comes before the Board of Trustees, holding investments in conflict with official duties, private employment in conflict with official duties, future employment and such other standards may be deemed advisable.

Trustees and employees of the Library have an obligation to conduct business within guidelines that prohibit actual, potential, or perceived conflicts of interest. No Library Trustee(s), director(s), or employee may have an interest, direct or indirect, in any contract with the Library, when such Trustee(s), director(s), or employee, individually or as a member of the Board, has the power or duty to (a) negotiate, prepare, authorize or approve a contract or authorize or approve payment under the contract; (b) audit bills or claims under the contract; or (c) appoint a director(s) or employee who has any of the powers or duties set forth above. Furthermore, no chief fiscal officer, treasurer, or his depute or employee, shall have an interest in a bank or trust company designated as a depository, paying agent, registration agent, or for investment of funds of the municipality of which he is an officer or employee.

### **Confidential Information**

No Trustee, director or employee shall disclose confidential information acquired by him or her in the course of his or her official duties or use such information to further his or her own personal interest. In addition, he or she shall not disclose information regarding matters discussed in an executive session of the Board, whether such information is deemed confidential or not. This provision equally applies to former Trustees, directors, and employees, who even though are no longer current Trustees, directors, or employees, are still prohibited from disclosing confidential information acquired by him or her in the course of his or her official duties or use such information to further his or her own personal interest.

### **Representation before the Board**

A Trustee, director(s), or employee shall not receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before the Board.

### **Representation before the Board for a Contingent Fee**

A Trustee, director(s), or employee shall not receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before the Board, whereby the compensation is to be dependent or contingent upon any action by the Library with respect to such matter, provided that this paragraph

shall not prohibit the fixing at any time of fees based upon the reasonable value of the service rendered.

### **Participation in Board Discussions and Votes**

Every Trustee has the right to participate in the discussion and vote on all issues before the Board or any Board Committee, except that any Trustee shall recuse him or herself from the discussion and/or vote on any matter involving such Trustee relating to: (a) a “self-dealing transaction” (see below) or (b) a potential Conflict of Interest as defined below.

### **Investments in Conflict with Official Duties**

A Trustee, director(s), or employee shall not invest or hold any investment directly in any financial, business, commercial or other private transaction that creates a conflict with his or her official duties, except as approved by the Board and in compliance with this Policy.

### **Private Employment**

A Trustee, director(s), or employee shall not engage in, solicit, negotiate for or promise to accept private employment when the employment or services creates a conflict with or impairs the proper discharge of his or her official duties.

### **Future Employment**

A Trustee, director(s), or employee shall not, after the termination of service or employment with the Board or the Library, appear before the Board or any panel or committee of the Board in relation to any case, proceeding, or application in which the Trustee, director(s) or employee personally participated during the period of his or her service or employment or that was under his or her active consideration. This shall not bar or prevent the timely filing by a present or former Trustee, director(s), or employee of any claim, account, demand, or suit against the Library or district on his or her own behalf or on behalf of any member of his or her family arising out of any personal injury or property damage or for any lawful benefit authorized or permitted by law.

### **Determining Whether a Conflict of Interest Exists**

A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists. After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

### **Compensation**

- a) A voting member of the governing board who receives compensation, directly or indirectly, from the Library for services is precluded from voting on matters pertaining to that member’s compensation.
- b) A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Library for services is precluded from voting on matters pertaining to that member’s compensation.

c) A voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Library, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

### **Duties to Disclose**

Any trustee, director(s), or employee who has, will have, or later acquires an interest in any actual or proposed contract with the Board or topic/matter before the Board must publicly disclose the nature and extent of such interest in writing to the Board or members of a committee with governing board delegated powers.

### **Procedures for Addressing a Conflict of Interest**

a) An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

b) The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

c) After exercising due diligence, the governing board or committee shall determine whether the Library can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

d) If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Library's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

### **Records of Proceedings**

The minutes of the governing board and all committees with board-delegated powers shall contain:

a) The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing Board's or committee's decision as to whether a conflict of interest in fact existed.

b) The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternative to the proposed

### **Violation of the Conflict of Interest Policy**

a) If the governing board or committee has reasonable cause to believe a Trustee, director(s) or employee has failed to disclose actual or possible conflicts of interest, it shall inform the Trustee, director(s) or employee of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

b) If, after hearing the Trustee, director(s), or employee's response and after making further investigation as warranted by the circumstances, the governing board or

committee determines the Trustee, director(s) or employee has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

c) Any contract entered into with a prohibited interest is null, void, and unenforceable. Further, any Trustee, director(s), or employee who willfully and knowingly violates this policy shall be guilty of a misdemeanor.

d) In addition to any penalty contained in any other provision of law, any person who shall knowingly and intentionally violate any of the provisions of this Policy may be fined, suspended, or removed from office or terminated from employment, as the case may be, in the manner provided by law or the bylaws of the Library.

### **Duty to Report Violations of this Policy**

Any Library Trustee, director, administrator or employee or any member of the public noting or suspecting a violation of this policy is encouraged to report the matter, either in confidence or in public, to the Library Board of Trustees.

No Library Trustee, director, administrator, or employee shall attempt to improperly influence the deliberation or voting on the matter giving rise to such conflict. The existence and resolution of the conflict will be documented in the Library's records, including in the minutes of any meeting at which the conflict was discussed or voted upon.

### **Annual Statement**

Prior to the initial election of any Trustee, and annually thereafter, such Trustee shall complete sign and submit to the secretary of the Library a written statement identifying to the best of the Trustee's knowledge any entity of which such Trustee is a director(s), director, Trustee member, owner (either as a sole proprietor or a partner) or employee and with which the Library has a relationship and any transaction in which the Library is a participant and in which the director might have a conflicting interest. Each Trustee shall annually resubmit such written statement. The secretary of the Library shall provide a copy of all completed statements to the chair of the audit committee or, if there is no audit committee, to the chair of the Board.

Further, each Library Trustee, director, director(s), and employee shall annually sign a statement which affirms such person:

- a) Has received a copy of this Policy
- b) Has read and understand the Policy, and
- c) Has agreed to comply with the Policy

### **Periodic Reviews**

To ensure the Library operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects;

- a) Whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm's length bargaining.

b) Whether partnerships, joint ventures, and arrangements with management organizations conform to the Library's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

## **Definitions**

### **Conflict of Interest**

An actual or potential conflict of interest occurs when an employee or trustee is in a position to influence a decision that may result in a personal gain for the employee or trustee or for a family member (spouse, children, siblings, parents, or in-laws) of the employee or trustee as a result of an actual or intended transaction of the Library that may result in personal gain. A trustee or employee is to be deemed to have an interest in an actual or proposed transaction if he/she has a financial interest in it, has a financial interest in any organization involved in the proposed transaction, or holds a position as trustee, director, majority shareholder, or principal officer in any such organization or receives any direct or indirect remuneration, gifts or favors in conjunction with the actual or proposed transaction.

### **Self-dealing Transactions**

Neither members of the Board nor the employees of the Library nor family members of the Board or employees of the Library shall engage in any "self-dealing transactions," except as approved by the Board and in compliance with this Policy, "Self-dealing transaction" means a transaction to which the Library is a party and in which one or more of the individual Trustees, director(s), or employees has a financial interest.

### **Financial Interests**

Related Party Transactions: "Related party" means (i) any trustee, director, or employee of the corporation or any affiliate of the corporation or *any other person who exercises the powers of directors, officers, or key employees over the affairs of the corporation or any affiliate;* (ii) any relative of any trustee, officer or key employee of the corporation or any affiliate of the corporation; or (iii) any entity in which any individual described in clauses (i) and (ii) if this subparagraph has a thirty-five percent or greater ownership or beneficial interest or, in the case of a partnership or professional corporation, a direct or indirect ownership interest in excess of five percent "Related party transaction" means any transaction, agreement or any other arrangement in which a related party has a financial interest and in which the corporation or any affiliate of the corporation is a participant. The Library shall not enter into any related party transaction unless the transaction is determined by the Board of Trustees to be fair, reasonable, and in the Library's best interest at the time of such determination. Any trustee, officer, or key employee who has an interest in a related party transaction shall disclose in good faith to the Board of Trustees, or an authorized committee thereof, the material facts concerning such interest. No related party may participate in deliberations or voting relating to matters set forth in this section; provided that nothing in this section shall prohibit the Board of Trustees or authorized committee from requesting that a related party present information concerning a related party transaction at a Board or committee meeting prior to the commencement of deliberations or voting relating

thereto. The term "relative" shall mean such individual's spouse, child, stepchild, stepparent, a domestic partner (s), brothers, sisters, or any person who is a direct descendant of the grandparents of the reporting individual or of the reporting individual's spouse. A person has a financial interest if the person has, directly or indirectly, through business, investment, or family.

- a) An ownership or investment interest, other than de minimis, in any entity with which the Library has a transaction or arrangement,
- b) A compensation arrangement with the Library or with any entity or individual with which the Library has a transaction or arrangement, or
- c) A potential ownership or investment interest, other than de minimis, in, or compensation arrangement with, any entity or individual with which the Library is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors having a value of \$75.00 or more whether in the form of money, service, loan, travel, entertainment, hospitality, thing or promise or in any other form, under circumstances in which it could reasonably be inferred that the gift was intended to or could reasonably be expected to influence the performance of a Trustee, official or employee in his/her official duties, or was intended as a reward for any official action.

Adopted 11/25/08; Rev. 12/23/08; Rev 9/20/22



## CONFLICT OF INTEREST AFFIRMATION OF COMPLIANCE

The standard of behavior at the Library is that all Library Trustees, administrators, and employees, whether paid or unpaid, scrupulously avoid any conflict of interest between the interests of the Library on the one hand, and their personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as potential and perceived conflicts of interest.

I understand that the purposes of this policy are to protect the integrity of the Library's decision-making process, to enable library constituents to have confidence in the Library's integrity, and to protect the integrity and reputation of all library Trustees, administrators, and employees both paid and unpaid.

Upon or before election, hiring, or appointment, I will make a full, written disclosure of any and all interests, relationships, and holding that do create or could potentially create a conflict of interest. This written disclosure will be kept on file and I will update it as appropriate.

During the course of meetings or activities, I will disclose any interests in a transaction or decision where I (including my business and any other non-profit affiliation), my family and/or my significant other, employer, or close associates will receive a benefit or gain. After disclosure, I understand that I will be asked to leave the room for the discussion and will not be permitted to vote on the questions.

I understand that this policy is meant to be a supplement to good judgment, and will respect its spirit as well as its wording. I understand that failure to comply with the Policy could result in disciplinary action up to and including termination of employment or membership.

Please check one:

- ( ) I hereby state that I do not have any conflict of interest in business dealings with the library, nor does any relative of mine have such a potential conflict of interest that has not been previously disclosed.
- ( ) I believe that I may have a potential conflict of interest. Please explain.

---



---



---



---



---



---

The final determination as to whether a conflict of interest exists will be determined by the Library's Board of Trustees.

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Adopted 11/25/08; Revise 9/20/22