

CONFLICT OF INTEREST POLICY

The purpose of the following policy and procedures is to prevent the personal interests of staff members and Board members from interfering with the performance of their duties to the Nanuet Public Library, or result in personal financial, professional or political gain on the part of such persons at the expense of the Nanuet Public Library or its patrons, supporters and other stakeholders.

Definitions:

Conflict of Interest (also Conflict) means a conflict, or the appearance of a conflict, between the private interests and official responsibilities of a person in a position of trust.

Interest means a direct or indirect pecuniary or material benefit accruing to a library trustee or employee as a result of a contract with the library which such officer or employee serves. Persons in a position of trust include staff members, officers, and trustees of the Nanuet Public Library.

Trustee means member of the Board.

Officer means an officer of the Board of Trustees.

Volunteer means a person – other than a board member – who does not receive compensation for services and expertise provided to the Nanuet Public Library.

Staff Member means a person who receives all or part of his/her income from the payroll of the Nanuet Public Library.

Patron means a customer or user of the Nanuet Public Library.

Supporter means corporations, foundations, individuals, 501© (3) nonprofits, and other nonprofit organizations who contribute to the Nanuet Public Library.

Policy and practices:

1. Full disclosure, by notice in writing, shall be made by the interested parties to the full Board of Trustees in all conflicts of interest, including but not limited to the following:
 - a. A trustee is related to another trustee or staff member by blood, marriage or domestic partnership.
 - b. A staff member in a supervisory capacity is related to another staff member whom she/he supervises.
 - c. A trustee or his/her organization accrues a direct or indirect pecuniary or material benefit from a Nanuet Public Library transaction or staff member of such organization receives payment from the Nanuet Public Library for any subcontract, goods, or services other than as part of his/her regular job responsibilities or as reimbursement for reasonable expenses incurred as provided in the bylaws and board policy.

- d. A trustee's organization receives grant funding from the Nanuet Public Library.
 - e. A trustee or staff member is a member of the governing body of a contributor to the Nanuet Public Library.
 - f. A volunteer working on behalf of the Nanuet Public Library who meets any of the situations or criteria listed above.
2. Following full disclosure of a possible conflict of interest or any condition listed above, the Board of Trustees shall determine whether a conflict of interest exists and, if so, the Board shall vote to authorize or reject the transaction or take any other action deemed necessary to address the conflict and protect the Nanuet Public Library's best interests. Both votes shall be by a majority vote without counting the vote of any interested trustee, even if the disinterested trustees are less than a quorum provided that at least one consenting trustee is disinterested.
 3. No trustee shall serve as an employee of the Nanuet Public Library.
 4. An interested trustee, officer, or staff member shall not participate in or be present at any discussion or debate of the Board of Trustees, or of any committee or subcommittee thereof in which the subject of discussion is a contract, transaction, or situation in which there may be a perceived or actual conflict of interest. However, they may be present to provide clarifying information in such a discussion or debate unless objected to by any present board or committee member.
 5. Anyone in a position to make decisions about spending the Nanuet Public Library's resources (i.e. transactions such as purchases contracts) – which may result in a conflict of interest has a duty to disclose that conflict as soon as it arises (or becomes apparent);he/she should abstain in any final decisions.
 6. The existence and resolution of a conflict will be documented in the minutes of any board or committee meeting at which the conflict was discussed or voted upon.
 7. A copy of this policy shall be given to all trustees, staff members, or other key stakeholders upon commencement of such person's relationship with the Nanuet Public Library or at the official adoption of stated policy. Each trustee, officer of the Board, or staff member shall sign and date the policy at the beginning of his/her term of service or employment and each year thereafter. Failure to sign does not nullify the policy.
 8. This policy and disclosure form must be filed annually by all specified parties at or before the annual Reorganization Meeting in July.