

Ontario Public Library

Policy 1040

CONFLICT OF INTEREST

No Board member or committee member of the Ontario Public Library shall derive any 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 Ontario 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. (NY Not-for-Profit Corporation Law, §715-a.)

Each individual shall certify exceptions that could result directly or indirectly in personal benefit by signing a Statement of Associations/Conflict of Interest to be filed with the Library Assistant indicating the potential conflict of interest that will be reviewed by the Board. Any potential conflict of interest brought to the Board will be reviewed and a determination made. The board has the authority to determine that a conflict does not exist or does not rise to a level of concern to the library and library operations; or the Board will determine that a conflict exists impacting the library and its operations and determine the appropriate course of action in dealing with the conflict of interest. The Board has the sole authority to deal with any disclosed potential or actual conflict of interest. All decisions will be included in the Minutes of the Trustees meetings.

Each individual shall disclose to the Board for review and decision any personal interest and/or potential conflict of interest which he or she may have in a matter:

- that exists upon seeking a position on the Board or employment in the library
- that arises during the course of serving on the Board or as an employee of the library;
- that is pending before the Board and shall refrain from participation in any decision on such matter.

Trustees and Employees of Ontario Public Library Board, committees, and staff shall refrain from obtaining any list of library patrons for personal benefit or that could result in personal benefit.

Vendor and Business Gifts to Trustees, Staff, and their Families

Trustees, library employees and members of their immediate families may not accept gifts, favors, or entertainment that might create or appear to create a favored position for someone doing business with the library. Advertising novelties are not considered gifts and are excluded from these restrictions. Acceptance of occasional token gifts (refreshments, flowers for public display) is permissible.

Gifts that are received by a trustee or an employee that are exceed the legal limit set in the *General Municipal Law Article 18 §805* must be returned to the donor along with a copy of this policy. The President of the Board or Library Director must be informed of any business gift.