



## Clifton Springs Library

4 Railroad Avenue

Clifton Springs, New York 14432

315-462-7371

[www.cliftonspringslibrary.com](http://www.cliftonspringslibrary.com)

### CONFLICT OF INTEREST POLICY

The purpose of the following policy is to prevent the personal interest of staff members and board members from interfering with the performance of their duties to Clifton Springs Library, or result in personal financial, professional, or political gain on the part of such persons at the expense of the Clifton Springs 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 the result of a contract with the Library which such officer or employee serves. Persons in a position of trust include staff members, officers, and board members of Clifton Springs Library. *Board* means the Board of Trustees. *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 Clifton Springs Library. *Staff Member* means a person who receives all or part of her/his income from the payroll of Clifton Springs 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 board trustee is related to another board member 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 board member or his/her organization accrues a direct or indirect pecuniary or material benefit from a Clifton Springs Library transaction or staff member of such organization receives payment from Clifton Springs Library for any subcontract, goods, or services other than as part of her/his regular job responsibilities or as reimbursement for reasonable expenses incurred as provided in the bylaws and board policy.
  - d. A board member or staff member is a member of the governing body of a contributor to the Clifton Springs Library.
  - e. A volunteer working on behalf of the Clifton Springs Library who meets any of the situations or criteria listed above.

Adopted 11/21/2013 by the Clifton Springs Library Board of Trustees

Reviewed and approved 3/15/2023