

Olean Public Library

Conflict of Interest Policy

Adopted 1/15/2014

The purpose of the following policy and procedures is to prevent the personal interest of staff members, and board members from interfering with the performance of their duties to the Olean Public Library, or result in personal financial, professional, or political gain on the part of such persons at the expense of the Olean 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 financial or material benefit accruing to a Library trustee or employee as the result of a contract with the Library which such trustee or employee serves. Persons in a position of trust include staff members and board members of the Olean Public Library.

Board means the Library Board of Trustees.

Trustee means an elected or appointed member of the Library Board of Trustees.

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

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

Patron means a Customer of the Olean Public Library.

Supporter means corporations, foundations, individuals, 501 (c) (3) nonprofits, and other nonprofit organizations who contribute to the Olean 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 Library 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 Library Board Trustee or his/her organization accrues a direct or indirect financial or material benefit from an Olean Public Library transaction or staff member of such organization receives payment from the Olean Public 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 Library Board Trustee's organization receives grant funding from the Olean Public Library.
 - e. A Library Board Trustee or staff member is a member of the governing body of a contributor to the Olean Public Library.
 - f. A volunteer working on behalf of the Olean 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 Olean 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 Library Board Trustee shall serve as an employee of the Olean Public Library.
 4. An interested Board Trustee or staff member shall not participate in any discussion or debate of the Board, 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 Olean 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); s/he should abstain in any final decisions.
 6. A copy of this policy shall be given to all Board Trustees, staff members, or other key stakeholders upon commencement of such person's relationship with the Olean Public Library or at the official adoption of stated policy. Each board trustee and staff member shall sign and date the policy at the beginning of her/his term of service or employment and each year thereafter. Failure to sign does not nullify the policy.
 7. This policy and disclosure form must be filed annually by all specified parties.

**Olean Public Library
Conflict of Interest Policy**

**Olean Public Library
Conflict of Interest
Disclosure Form**

This form must be filed annually by all specified parties, as identified in the Olean Public Library’s Conflict of Interest Policy Statement ratified by the Olean Public Library’s Board of Trustees on 01/15/2014.

_____ I have no conflict of interest to report

_____ I have the following conflict of interest to report (please specify):

The undersigned, by their affixed signature, note their understanding of the implications of this policy.

Signature

Printed Name

Date