

CONFLICT OF INTEREST POLICY NEWFIELD PUBLIC LIBRARY

Board of Trustees and Employees

Purpose:

No Board member or committee member of the Newfield 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 personal gain, directly or indirectly, by reason of his or her employment by the Newfield Public Library except through activities that may facilitate professional advancement or contribute to the profession such as publications and professional service which have been fully disclosed to the Board of Trustees.

Each individual shall disclose to the Board of Trustees any personal interest that he or she may have in any matter pending before the Board of Trustees and shall refrain from participation in any decision on such matters.

Members of the Newfield Public Library Board of Trustees, committees, and staff shall refrain from obtaining for personal gain any list of library patrons.

No member of the Board of Trustees shall accept any favor which will affect or appear to affect his judgment on any matter concerning the library.

Procedures:

A copy of this resolution shall be delivered to all present Board of Trustees members and all employees for completion upon its adoption. Once adopted, this policy will be given to each Board of Trustees member and employee for response and acknowledgement at the beginning of each calendar year.

At the meeting of the Board of Trustees next following the receipt of any facts or disclosures which indicate the existence of an actual or potential conflict of interest, the President, or the person concerned, shall report such facts to the Board of Trustees, and the minutes of the meeting shall reflect such disclosure.

Should the Board of Trustees become aware of any failure to disclose an actual or potential conflict of interest, the matter shall be referred to the Board President for consideration. The Board President may take appropriate corrective action or make recommendations, including disciplinary action, in the matter as deemed appropriate.

The policy on Conflict of Interest shall be kept on file in the records of the library for as long as such policy remains in effect. All Disclosure Statements submitted by Board of Trustee members and key employees shall be kept in the records of the library for the duration of the trustee's service or the employee's employment and for a period of five years thereafter.

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Potential Conflicts:

Potential conflicts that should be promptly and fully disclosed include:

- Ownership by members of the Board of Trustees, or a member of the Trustee's immediate family or an employee of a significant financial interest in a business enterprise that does business with or seeks to do business with the library.
- Participation by Board Trustees or employees as a director, officer, consultant, or in any key role in an outside enterprise that does or seeks to do business with the library.
- A close family relationship with any person who is employed directly by the library or whose position is in an outside enterprise that does or seeks to do business with the library.

Statement of Associations

I agree, as a Board of Trustee or employee, to comply with the conflict of interest policy of Newfield Public Library, now in effect, and so disclose any conflicts of interest below. If these circumstances change, I will notify the Newfield Public Library Board of Trustees immediately.

Signature: _____ Date: _____

Printed name: _____

Newfield Public Library position: _____

Date	Transaction

Created: 01/19/16

Approved 02/09/16