

**East Fishkill Public Library District**  
**Financial Policies**  
**Conflict of Interest Policy**

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 East Fishkill Public Library District, or resulting in personal financial, professional, or political gain on the part of such persons at the expense of East Fishkill Public Library District 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 East Fishkill Public Library District.

*“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 East Fishkill Public Library District.

*“Staff Member”* means a person who receives all or part of their income from the payroll of East Fishkill Public Library District.

*“Patron”* means a Customer of East Fishkill Public Library District.

*“Supporter”* means corporations, foundations, individuals, 501 (c) (3) nonprofits, and other nonprofit organizations who contribute to East Fishkill Public Library District.

*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 they supervise.
  - c. A board member or their organization accrues a direct or indirect pecuniary or material benefit from an East Fishkill Public Library District transaction or staff member of such organization receives payment from East Fishkill Public Library District for any

- subcontract, goods, or services other than as part of their regular job responsibilities or as reimbursement for reasonable expenses incurred as provided in the bylaws and board policy.
- d. A board member's organization receives grant funding from East Fishkill Public Library District.
  - e. A board member or staff member is a member of the governing body of a contributor to East Fishkill Public Library District.
  - f. A volunteer working on behalf of East Fishkill Public Library District 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 East Fishkill Public Library District's best interests. Both votes shall be by a majority vote without counting the vote of any interested director, even if the disinterested directors are less than a quorum provided that at least one consenting director is disinterested.
  3. No Board Trustee shall serve as an employee of the East Fishkill Public Library District.
  4. An interested Board member, officer, or staff member shall not participate in 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 East Fishkill Public Library District'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); they should abstain in any final decisions.
  6. A copy of this policy shall be given to all Board members, staff members, or other key stakeholders upon commencement of such person's relationship with East Fishkill Public Library District or at the official adoption of stated policy. Each board member, officer, staff member shall sign and date the policy at the beginning of their 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.

**East Fishkill Public Library District**

**Disclosure Form**

This form must be filed annually by all specified parties, as identified in the East Fishkill Public Library District's Conflict of Interest Policy Statement.

\_\_\_\_\_ I have no conflict of interest to report

\_\_\_\_\_ I have the following conflict of interest to report (specify):

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title/Position

\_\_\_\_\_  
Date