

Argyle Free Library Conflict of Interest Policy

POLICY STATEMENT

Board members of the Argyle Free Library believe that Board members and employees must hold themselves to the highest standards of ethical behavior.

DEFINITIONS

Unless the context clearly provides otherwise, the terms set forth below shall have the following meanings:

1. "Interest" means a direct or indirect pecuniary or material benefit accruing to a Board member or employee, or his or her relative as a result of a contract (verbal or written) with the Argyle Free Library.
2. "Relative" means spouse or long-term domestic partner, a child, stepchild, parent, stepparent, brother, sister, stepbrother, step-sister, or legal guardian of any of said persons of a Board member or employee or of the spouse of the Board member or employee.
 - a. "Spouse" means the husband or wife of a Board member or employee unless living separate and apart pursuant to: (i) a judicial order, decree or judgment of separation, or (ii) a legally binding written agreement of separation in accordance with the Domestic Relations Law.

REGULATIONS

1. Related Party Transactions: No Board member, committee member, or relative of a Board member or committee member of the Argyle Free 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 or relative of an employee shall derive any personal profit or gain, directly or indirectly, by reason of his or her employment by the Argyle Free 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.
2. Related party transactions shall be approved by the director Board of Trustees or a Board committee and shall be disclosed to discussed by the board during the next regularly scheduled meeting of the Board of Trustees, where any concerns can be addressed and the transaction included in the meeting minutes.
3. Each individual shall disclose to the Board any personal interest which he or she may have in any matter pending before the Board, and shall not be present at or participate in any board/committee deliberation or vote on the matter giving rise to the conflict. No individual shall attempt to improperly influence the deliberation or voting on the matter giving rise to the conflict.
4. Approval of a Conflict of Interest transaction shall be by at least 50% of the members of the Board of Trustees who have no interest, financial or otherwise, in the transaction. The existence and resolution of any conflict of interest shall be documented in the Board of Trustee meeting minutes.
5. Members of Argyle Free Library Board, committees, and staff shall refrain from obtaining any list of library patrons that results in personal benefit.

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6. Each Board member, committee member, and employee of the Argyle Free Library shall fill out and sign the Conflict of Interest Statement attached to this policy every January, or as soon thereafter as feasible.

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Conflict of Interest Statement

This is to certify that I, except as described on the reverse of this sheet, am not now nor at any time during the past year have been:

A participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party doing business with Argyle Free Library that has resulted or could result in personal benefit to me or my relatives.

Any exceptions to the above are stated on the reverse of this sheet with a full description of the transactions, whether direct or indirect, which I have (or have had during the past year) with persons or organizations having transactions with Argyle Free Library.

Signature: _____ Date: _____

Printed name: _____

Argyle Free Library position:
