

CONFLICT OF INTEREST POLICY EAST HAMPTON LIBRARY

I. Obligations of Managers and Employees

Managers and employees of the Library have an obligation to conduct business within guidelines that prohibit actual, potential or perceived conflicts of interest. This policy establishes the framework within which the Library is to be governed and is to operate. The purpose of these guidelines is to provide both general and specific direction so that employees and Managers can be made aware of the acceptable standards of operation adopted by the Board of Managers; the guidelines, further, are to serve as the promulgation of the required observances necessary to avoid conflicts of interest or the appearance of conflicts of interest.

II. Duties to Disclose

If an employee or Manager believes he or she may possess any influence regarding transactions involving purchases, contracts or leases such that he/she (or a family member) may directly or indirectly gain financially, he/she possesses a duty to disclose to the President or other Officer of the Board, the existence of any such actual or potential conflict of interest. The notice of the potential conflict of interest shall be educed on the agenda of the Board meeting immediately following its disclosure to a Board officer.

III. Conflict of Interest

An actual or potential conflict of interest occurs when an employee or Manager is in a position to influence a decision that may result in a personal gain for the employee or Manager or for a family member (spouse, children, siblings, parents)

If the Board determines that the transaction is not in the Library's best interest, members of the Board may either annul the transaction or explore an alternative remedy which would not give rise to the conflict of interest.

IV. Violation of the Conflict of Interest Policy

If the Board has reasonable cause to believe that a Manager, officer or employee has failed to disclose or correct an actual or potential conflict of interest, it shall inform the individual of the basis for its belief and allow the person an opportunity to explain the alleged failure to disclose. If the Board is not satisfied with the explanation posited it is to be permitted to undertake whatever action deemed warranted by it to include, by the adoption of a resolution, the dismissal of the Manager from the Board or a dismissal of the staff member found to have failed to disclose an actual or potential conflict of interest by a two-thirds (2/3) vote of the Board of Managers.

V. Annual Statement

Each Manager and employee shall annually sign a statement which affirms that such person has received a copy of the conflict of interest policy; has read the policy and has agreed to comply with the policy. Each Manager shall sign an annual disclosure statement.

CODE OF ETHICS EAST HAMPTON LIBRARY

In order to establish a set of principles of the East Hampton Library Board of Managers that will establish parameters and provide guidance and direction for Board conduct and decision-making the following premises, strictures and standards of ethical conduct are to be observed in all aspects of the performance of the responsibilities of the Board of Managers. Board members are to pledge to commit to the following guidelines in order that ethical conduct may be held in the highest regard:

- a) abide by the New York Board of Regents Charter issued to the East Hampton Library, applicable New York State laws, regulations and rulings governing association libraries; and to observe the Articles of Incorporation, By-laws and Policies established by the Board of Managers;
- b) exercise, in the observance of a fiduciary responsibility, reasonable care, good faith and due diligence in all matters coming before the Board;
- c) disclose, at the earliest opportunity, information that may be considered or perceived as a conflict of interest or which would tend to result in the Board, collectively, failing to observe the highest ethical standards; specifically, disclosing matters where personal interests may be served or financial benefit

gained at the expense of Library patrons, the Board or the mission of the East Hampton Library;

- d) provide for accountability to the taxpayers supporting the free association library by way of observing prudent fiscal management;
- e) maintain a professional level of courtesy, respect and objectivity in all matters coming before the Board and in all internal interactions among Board members
- f) assist colleague Board members and Library staff in upholding practices which can be considered as representing the higher standards of conduct;
- g) exercise the authorities of the Board for the good of all members of the Library community by way of Managers clearly distinguishing in their actions and statements (both within Board deliberations and outside of Board meetings) between their personal philosophies and attitudes (as opposed to those collectively determined by the Board of Managers);
- h) the confidentiality of Executive Session discussions is to be respected;
- i) ensuring the entitlement of all Library patrons and visitors to appropriate and effective services without discrimination on any basis and to honor inter-library lending policies as codified within State regulations as adopted by the Suffolk Cooperative Library System;
- j) insure that the Library adopts the precepts of an "equal opportunity institution" by way of not discriminating on the matter of a Library volunteer's or staff member's gender, sexual orientation, national origin, race, religion, age, marital status, genetic predisposition, political affiliation or disability in accordance with all applicable legal requirements;
- k) respect varying opinions as expressed by Board members, its Committees, staff and the community;
- l) promote collaboration, cooperation and partnership among East Hampton Library Board of Managers, staff, patrons and the Library community served, the Suffolk Cooperative Library System and all of its members;
- m) accept, fully, the responsibilities of a Board member of the East Hampton Library; such responsibilities to include maintaining at all times a knowledge of the fiscal status of the Library; a knowledge of its operations; a knowledge of those policies adopted by the Board and the extent to which they are being implemented; a knowledge of the laws and regulations that apply to free association libraries; a knowledge of Suffolk Cooperative Library System policies and directives as such may relate to the deliberations and determinations of the Board; and, on an over-all basis, respect the role of the East Hampton Library as an institution serving a constituency which has entrusted to the Managers all aspects of the governance of the institution.