

Code of Ethics - Conflict of Interest

The Bayport-Blue Point Public Library Board of Trustees, Trustees, Administration and Staff shall comply with all laws pertaining to “Conflict of Interest” and “Code of Ethics”, as stated in New York State General Municipal Law Article 18, §801, §805-a, §806 and elsewhere.

Maintaining the public trust is an essential element required to meet the Library’s mission and roles. As such, any improper action will be subject to penalties as stated in the General Municipal Law, and herein.

STANDARDS OF CONDUCT

Every Trustee and employee of the Library shall be subject to and abide by the following standards of conduct:

1. CONFLICT OF INTEREST

The Board of Trustees is committed to avoiding any situation in which the existence of conflicting interests possessed by any trustee or employee may call into question the integrity of the management or operation of the Library.

Therefore:

No Trustee, officer, or person employed by the Library, shall hire, supervise, evaluate, promote, review or discipline any other employee who is a member of the same family (spouse, sibling, children, in-laws, parents, aunts, uncles). In the event that marriage, promotion, or re-organization results in a situation not in compliance with this policy, reassignment or transfer will be effected, in accordance with the applicable provisions to correct the situation.

No Trustee, or person employed by the Library, (or his/her spouse) shall possess any “interest” in a “contract” (as defined within § 800 of the General Municipal Law) entered into by the Library, over which the Trustee officer, or employee has the authority to approve, audit, or make payment thereof.

To the extent that he/she knows of, a Trustee, officer, or employee will publicly disclose the nature and extent of any direct or indirect financial or other private interest he/she has in business before the Board.

No Trustee, officer or employee, after his/her termination of service or employment, will appear before the Board on behalf of himself/herself or third parties in relation to any case, proceeding, or application in which he/she personally participated during the period of his/her service or employment.

The Board affirms its commitment to adhere scrupulously to all applicable provisions of law regarding conflicts of interest.

Knowing or willful violation of this policy by any Trustee, officer or employee may result in disciplinary action up to and including dismissal.

Any Trustee, officer, employee or member of the public noting or suspecting a violation of this policy is encouraged to bring the matter, either in confidence or in public, to the Board or the Director of the Library.

2. GIFTS

A Trustee, officer, or employee shall not directly or indirectly solicit any gift or accept or receive any gift having a value of \$75 or more, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could reasonably be

inferred that the gift was intended to influence him/her in the performance of his / her official duties or was intended as a reward for any official action on his / her part.

3. CONFIDENTIAL INFORMATION

A Trustee, officer or employee shall not disclose confidential information acquired by him / her in the course of his / her official duties or use such information to further his / her personal interest.

4. REPRESENTATION BEFORE THE BOARD

A Trustee or employee shall not enter into any agreement, express or implied, for compensation in relation to any matter over which a trustee, administrator or employee has jurisdiction or power to approve.

5. DISTRIBUTION OF CODE OF ETHICS – CONFLICT OF INTEREST POLICY

The Library Director shall distribute a copy of this policy to every Trustee, officer and employee of the Library.

**Code of Ethics / Conflict of Interest
Affirmation of Compliance**

I have received and carefully read the Code of Ethics / Conflict of Interest Policy for Bayport-Blue Point Public Library board members and staff. By signing this Affirmation of Compliance, I hereby affirm that I understand and agree to comply with the Conflict of Interest Policy.

Please check one:

I hereby state that I do not have any conflict of interest in business dealings with the Library.

I believe that I may have a potential conflict of interest. Please explain.

The final determination as to whether a conflict of interest exists will be determined by the Library's Board of Trustees.

In any situation should arise in the future that I think may involve me in a conflict of interest, I will promptly and fully disclose (in writing) the circumstances to the President of the Board of Trustees or to the Library Director, as applicable.

Name (Please Print)

Signature
