



The Middleburgh Library

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Policy – Middleburgh Library Conflict of Interest

Employees, volunteers and board members have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which the Middleburgh Library wishes its business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation.

An actual or potential conflict of interest occurs when an employee, volunteer or board member is in a position to influence a decision that may result in a personal gain for the employee, volunteer, board member or for a relative as a result of the Library's business dealings. For the purpose of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No presumption of guilt is created by the mere existence of a relationship with outside firms. However, if an employee, volunteer or board member has any influence on transactions involving purchases contracts, or leases, it is imperative that he or she discloses to an officer of the organization as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties. As a matter of rule the employee, volunteer or board member will disclose any potential conflicts at the first board meeting of the calendar years, and at any other time deemed as necessary. Disclosure will be made in the form of a written statement and signed by that employee or board member. If a conflict of interest exists between volunteers or employees and a board member, said board member should recuse themselves from all discussion and decision making process on that topic.

Personal gain may result not only in cases where an employee, board member, or relative has a significant ownership in a firm with which the Library does business, but also when an employee, volunteer, board member or relative receives a kickback, bribe, substantial gift, or special consideration as a result of any transaction of business dealings involving the Library.

Employees, volunteers and board members shall not make use of materials, equipment, or facilities of the Library in private practice. Examples would be the use of facilities or equipment before, during or after regular hours for service to private practice clients.

The materials, products, designs, plans, ideas and data of the Middleburgh Library are the property of the Library, and should never be given to an outside firm or individual except through normal channels and with appropriate authorization. Any improper transfer of material or disclosure of information, even though it is not apparent that an employee has personally gained by such action, constitutes unacceptable conduct. Any

employee who participates in such a practice shall be subject to disciplinary action, up to and including discharge.

Approved September 8, 2014