600-03— Conflict of Interest

1. "Interest" means a direct or indirect pecuniary or material benefit accruing to a Board member or employee, or his/her relative whether as a result of a contract with the Fairport Public Library or otherwise. For the purpose of this policy, a Library Board member or employee shall be deemed to have an interest in the contract if:

    a. A relative except as to a contract of employment with the Library

    b. A firm, partnership, or association of which such Board member or employee is a member or employee

    c. A corporation of which such Board member or employee is a Board member, director, or employee

    d. A corporation of which more than five percent of the outstanding stock is owned by any such Board member, employee, or his/her relative.

2. "Legislation" means a matter which appears on the agenda of the Library Board of Trustees or on a committee thereof, on which any official action will be taken and shall include proposed or adopted acts, or resolutions.

3. "Board member" or "Employee" means an elected or appointed Board member or employee of the Library whether paid or unpaid.

4. "Relative" means spouse, a child, stepchild, parent, stepparent, brother, sister, stepbrother, stepsister, or legal guardian of any of said persons of a Board member or employee.

5. "Spouse" means the husband or wife of a Board member or employee unless living separate and apart pursuant to:

    a. a judicial order, decree, or judgment of separation, or

    b. a legally binding written agreement of separation in accordance with the Domestic Relations Law.

Standards of Conduct

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

1. **Gifts:** No Board member or employee shall directly or indirectly solicit or receive any money, whether in the form of cash, check, loan, credit, or any other form in any amount, or solicit any gifts, or accept or receive any individual annual gift, having a value of seventy-five dollars or more, whether in the form of services, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could be reasonably inferred that the money or gift was intended to

influence or could be reasonably expected to influence him/her in the performance of official duties or was intended as a reward for any official action.

2. **Confidential Information:** No Board member or employee shall disclose confidential information acquired during the course of official duties or use such information to further a personal interest.

3. **Disclosure of Interest in Legislation:** To the extent known, any Board member or employee of the Library who participates in the discussion or gives an official opinion to the Library Board on any legislation before it shall publicly disclose on the official record the nature and extent of any direct or indirect financial or other private interest he/she may have in such legislation.

4. **Disclosure of Interests in Contracts:** To the extent known, any Board member or employee of the Library who has, will have, or subsequently acquires any interest in any contract with the Library shall publicly disclose the nature and extent of such interest in writing to the Library Board as well as to his/her immediate supervisor as soon as he/she has knowledge of such actual or prospective interest.

5. **Investments in Conflict with Official Duties:** No Board member or employee shall invest or hold any investment directly or indirectly in any financial, business, commercial, or other private transaction which creates a conflict.

6. **Private Employment:** No Board member or employee shall engage in, solicit, negotiate for, or promise to accept private employment or render services for private interests when such employment or service creates a conflict with or impairs the proper discharge of his/her duties.

7. **Prohibited Conflicts of Interest:** No Library Board member or employee shall have an interest in any contract between the Library and a corporation or partnership of which he/she is an Board member or employee when such Library Board member or employee has the power to:

    a. negotiate, prepare, authorize, or approve the contract or authorize or approve payment thereunder,

    b. audit bills or claims under the contract,

    c. appoint an Board member or employee who has any of the powers or duties set forth above, and, no chief fiscal Board member, treasurer, or his/her deputy or employee shall have an interest in a bank or trust company designated as a depository, paying agent, registration agent or for investment of funds of the Library of which he/she is an Board member or employee.

The provisions of this action shall in no event be construed to preclude the payment of lawful compensation and necessary expenses of any Library Board member or employee in one or more positions of public employment, the holding of which is not prohibited by law.

8. **Certain Interests Prohibited:** No Board member or employee of the Library who has an interest in any real property, either individually or as an Board member or employee of a corporation or partnership shall participate in the acquisition or plan for acquisition of said property or any

property adjacent to said property by the Library. The term, participation, shall include the promotion of the site as well as the negotiation of the terms of acquisition.

9. No Library Board member or employee shall use or permit the use of property owned or leased to the Library for other than official purposes or for activities not otherwise officially approved.

Responsibilities

It shall be the responsibility of the Director to ensure that: —All staff (including the Director), and Board of Trustees members are given a copy of this policy to read and to sign the attestation below —The signed attestations will be kept on file.

Adopted: August 6, 2015
Reviewed: July 13, 2021; July 12, 2022; July 11, 2023; July 9, 2024; July 8, 2025
Revised: December 8, 2020

Conflict of Interest Policy Attestation

1. The standard of behavior at the Fairport Public Library is that all staff and Board members shall avoid any conflict of interest between the interests of the Library on one hand, and personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as perceptions of conflicts of interest.

2. I understand that the purposes of this policy are:

    a. to protect the integrity of the Library's decision-making process,

    b. to enable our constituencies to have confidence in our integrity, and

    c. to protect the integrity and reputation of staff and Board members.

3. Upon or before election, hiring, or appointment, I will make a full, written disclosure of interests, relationships, and holdings that could potentially result in a conflict of interest. This written disclosure will be kept on file and I will update it as appropriate.

4. In the course of meetings or activities, I will disclose any interests in a transaction or decision where I (including my business or other nonprofit affiliation), my family and/or my significant other, employer, or close associates will receive a benefit or gain. After disclosure, I understand that I will be asked to leave the room for the discussion and will not be permitted to vote on the question.

5. I understand that this policy is meant to be a supplement to good judgment, and I will respect its spirit as well as its wording.

Signed: _____ Date:_____