

**Cattaraugus Free Library Conflict of Interest Policy**  
**Board of Trustees and Library Employee**

Trustees and employees of the Cattaraugus Free Library shall adhere to the highest standards of honesty, good faith and fair dealing in all activities relating to the organization.

No trustee, employee or any member of their respective families or households shall accept gifts, gratuities, or favors of any kind from any person, firm or corporation doing business or seeking to do business with the Cattaraugus Free Library and which could reasonably be expected to influence, or create the appearance of influencing, his or her actions affecting the Cattaraugus Free Library.

Without full and complete disclosure to and approval by the Board of Trustees or its Executive Committee, no trustee or employee shall have any position of influence with, or a material financial interest in, any other entity, the existence of which does or could reasonably be expected to conflict with the proper performance of his or her duties or responsibilities to the Cattaraugus Free Library, or which could reasonably be expected to affect his or her independent judgment and action with respect to transactions between the Cattaraugus Free Library and such other entity. If such a position exists, it must be disclosed to the Library Director and to the President of the Board.

Each trustee and the Library Director shall provide the Board of Trustees with a written notification of any transaction or situation that may imply any reasonable doubt concerning the possible existence of a conflict of interest by the director or staff person.

In the event that the Cattaraugus Free Library may wish to contract or enter into an arrangement for goods or services under circumstances that may present a conflict of interest affecting one or more of its trustees or employees, the following shall apply. The affected person(s) of the Cattaraugus Free Library agree(s) to provide full information to the Board of Trustees to all the Board of Trustees to approve or disapprove by resolution, with the advantage of full disclosure, such contract or arrangement. The affected person shall recuse himself from the vote.

Annually, and upon start of duties, the Cattaraugus Free Library trustees and employees shall complete and return to the President of the Board a Disclosure of Interests Form. The President of the Board shall administer this policy. Any disputed action of the Library Director or other library employee with respect to this policy shall be resolved by the Board of Trustees.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name: \_\_\_\_\_

Cattaraugus Free Library position: \_\_\_\_\_

Adopted 9/25/2024

## Cattaraugus Free Library Disclosure of Interest Guidelines

The conflict-of-interest policy, which sets forth standards of expected conduct, includes a provision which requires trustees and non-union employees to disclose all interests which could result in a conflict.

Please complete and return the enclosed Disclosure of Interests Form. Please be assured that the disclosure requirements are intended to provide the Board with a systematic and ongoing method of disclosing and ethically resolving potential conflicts of interest. Although it is impossible to list every circumstance giving rise to a possible conflict of interest, the following will serve as a guide to the types of activities that might cause conflicts and that should be fully reported:

### Outside Interests

1. To hold, directly or indirectly, a position or a material financial interest in any other entity from which the individual has reason to believe the Cattaraugus Free Library goods or services (including the services of buying or selling stocks, bonds, or other securities) or that provides services competitive with the system.
2. To compete, directly or indirectly with the Cattaraugus Free Library in the purchase or sale of property or property rights, interests or services.

### Outside Activities

1. To render directive, managerial, or consultative services to any outside concern that does business with, or competes with the services of the Cattaraugus Free Library, or to render other services in competition with the Cattaraugus Free Library.

### Inside Information

1. To disclose or use information relating to the Cattaraugus Free Library business for the personal profit or advantage of the individual or his/her respective families or households.

### Gifts, Gratuities, and Entertainment

1. To accept gifts, excessive entertainment, or other favors from any outside concern that does, or is seeking to do, business with, or is a competitor of, the Cattaraugus Free Library under circumstances from which it might be inferred that such action was intended to influence or possibly would influence the individual in the performance of his/her duties.

This prohibition is not intended to preclude business meals or other nominal benefits in the reasonable and ordinary course of business.

Full disclosure of any situation in doubt should be made so as to permit an impartial and objective determination. It should be particularly noted that disclosure relates not only to yourself, but also to your respective families or households.

Cattaraugus Free Library Disclosure of interest form

To: President, of the Cattaraugus Free Library Board of Trustees

Re: Conflict of Interest Disclosure

A copy of the Cattaraugus Free Library Conflict of Interest Policy has been furnished to me. I hereby state that I, or members of my respective families or households, have the following affiliations or interest and have taken part in the following transactions that, when considered in conjunction with the position with or relation to the Cattaraugus Free Library, might possibly constitute a conflict of interest. (Check "none" where applicable)

1. Outside Interests: (  )None\_\_\_\_\_

\_\_\_\_\_

2. Outside Activities: (  )None\_\_\_\_\_

\_\_\_\_\_

3. Inside Information: (  )None\_\_\_\_\_

\_\_\_\_\_

4. Gifts, Gratuities, and Entertainment: (  )None\_\_\_\_\_

\_\_\_\_\_

5. Other: (  ) None\_\_\_\_\_

\_\_\_\_\_

I hereby agree to report to the Board Chairperson any further situation that may develop before completion or my next questionnaire.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (printed or typed)

\_\_\_\_\_  
Signature

Adopted 9/25/2024