

# Code of Ethics / Conflict of Interest

The Mastics-Moriches-Shirley Community Library Board of Trustees, Officers, 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.

**STANDARDS OF CONDUCT** Every officer and employee of the library shall be subject to and abide by the following standards of conduct:

- 1. GIFTS** An 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. However, nothing herein should be construed as prohibiting the traditional exchange of holiday gifts provided discretion is used to ensure that gifts of value are not accepted by staff employees or officers. Gifts from children that are principally sentimental in nature and of insignificant financial value may be accepted in the spirit in which they are given.
- 2. CONFIDENTIAL INFORMATION** An 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.
- 3. REPRESENTATION BEFORE THE BOARD** An officer or employee shall not receive, or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter over which trustee, officer, administrator or employee has jurisdiction or power to appoint.
- 4. REPRESENTATION BEFORE THE BOARD FOR A CONTINGENT FEE** An officer or employee cannot have an interest in any contract over which the trustee, officer, administrator or employee has the power or duty to authorize, approve payment or audit.
- 5. INVESTMENTS IN CONFLICT WITH OFFICIAL DUTIES** An officer or employee shall not invest or hold any investment directly in any financial, business, commercial or other private transaction that creates a conflict with his / her official duties.
- 6. NEPOTISM** Relatives of the Library administration are prohibited from being employed by the library. The Library administration shall be defined as the Director, Assistant Director(s), and Department Heads.
- 7. DISTRIBUTION OF CODE OF ETHICS** The library director shall distribute a copy of this policy to every officer, trustee 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 Mastics-Moriches-Shirley Community 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.

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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

\_\_\_\_\_ Date