



## Youngstown Free Library

240 Lockport St. Youngstown, NY 14174  
(716) 745-3555  
[www.youngstownfreelibrary.org](http://www.youngstownfreelibrary.org)

### Conflict of Interest

The Youngstown Free Library recognizes its obligations, under the provisions of New York General Municipal Law, to adopt a Conflict of Interest Policy to avoid any situation in which the existence of simultaneous, conflicting interest of any Library Trustee or employee may call into question the integrity of the management or operation of the Library. The Board affirms its commitment to adhere to all applicable provisions of law regarding material conflicts of interest.

#### Gifts

No Trustee or employee shall directly or indirectly solicit, accept or receive any money or gift having a value of \$75 or more, whether in the form of cash, check, loan, credit, services, travel, entertainment, hospitality, thing or promise, or any other form, from any person or organization doing business or intending to do business with the library, or rewarding a library employee or trustee for any official action on his or her part. However, the Board welcomes and encourages the writing of letters or notes expressing gratitude or appreciation to staff members.

#### Representation before the Board

A Trustee 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 before the Library Board of Trustees.

#### Disclosure of Interests in Contracts

To the extent known, any Trustee or employee of The Youngstown Free Library who has, or will have, or subsequently acquires any interest in any contract, including purchase agreements, lease agreements or any other agreement including oral agreements with The Youngstown Free Library shall publicly disclose the nature and extent of such interest in writing to the Library Director and Board of Trustee President as soon as he or she has knowledge of such actual or prospective interest.

#### Investments in Conflict with Official Duties

No Trustee or employee of The Youngstown Free Library shall invest or hold any investment directly or indirectly in any financial, business, commercial or private transaction that creates a conflict with his or her official duties of The Youngstown Free Library.



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### **Certain Real Property Interests Prohibited**

No Trustee or employee of The Youngstown Free Library who has or will have an interest in any property, either individually or as a Trustee or employee of a corporation or partnership, shall participate in the acquisition or plan for acquisition of such property if such a transaction would create or appear to create a conflict with his or her official duties. The term “participate” shall include the promotion of the site as well as the negotiation of the terms of the acquisition.

In all cases of potential or actual conflict, The Youngstown Free Library shall be made aware of the situation by the person in conflict by written disclosure.

Additionally, Trustees or employees of The Youngstown Free Library who have, or will have an interest in any property adjacent to the property of the Library, must inform The Youngstown Free Library of such interest by written disclosure.

If the acquisition of adjacent property would result or reasonably be perceived to result in a conflict of interest, the employee or Trustee must recuse him/herself. This shall include the promotion of the site as well as the negotiation of the terms of the acquisition.

### **Prohibited Conflicts of Interest**

No Youngstown Free Library Trustee or employee shall have an interest in any contract between the Library and a corporation or partnership of which he or she is a Trustee or employee when such Library Trustee or employee has the power to negotiate, prepare, authorize or approve the contract or authorize or approve payment there under, audit bills or claims under contract, or appoint a Trustee or employee who has any of the powers or duties set forth above; and no chief fiscal officer, treasurer or his or her deputy or employee shall have an interest in a bank or trust company designated as a depository paying agent, registration or for investment of Library funds of which he or she is a Trustee or employee.

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

### **Certain Prohibited Actions**

No person employed by The Youngstown Free Library shall hire, supervise, evaluate, promote, review or discipline any other employee who is a member of the same family without the prior approval of the Library Director. In the event that marriage, promotion, or reorganization results in a situation not in compliance with this policy, the Library Director shall provide supervision on a case by case basis.

### **Private Employment**



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No Trustee or employee of The Youngstown Free Library shall engage in, solicit, negotiate for or promise to accept private employment or render services to private interests when such employment or service creates a conflict with or impairs the proper discharge of his or her official duties.

### **Future Employment**

No Trustee or employee of The Youngstown Free Library shall, after the termination of service or employment with the Library or Library Board, appear before the Board or any panel or committee of the Board, in relation to any case, proceeding, or application in which he or she personally participated during the period of his or her service or employment or that was under his or her active consideration.

This shall not bar or prevent the timely filing by a present or former Youngstown Free Library Trustee or employee of any claim, account, demand or suit against The Youngstown Free Library on his or her own behalf or on behalf of any member of his or her family arising out of any personal injury or property damage or for any lawful benefit authorized or permitted by law.

### **Use of Library Property**

No Youngstown Free Library Trustee or employee shall use or permit the use of property, owned or leased to The Youngstown Free Library, for anything other than official purposes or for activities not otherwise officially approved by The Youngstown Free Library Board of Trustees.

### **Duty to Disqualify**

It is incumbent upon any Youngstown Free Library Trustee or employee, whether paid or unpaid, to disqualify him or herself immediately whenever the appearance of a conflict of interest exists.

### **Duty to Report Conflicts of Interest**

In the event that any Youngstown Free Trustee or employee knows of or perceives a direct or indirect conflict of interest, he or she shall report it to The Youngstown Free Library Board of Trustees.

Any resolution of such conflict by the Board shall hold Youngstown Free Library's interest paramount, as well as maintain the Board's integrity in its governing role.

### **Duty to Report Violations of this Policy**

Any Library Trustee or employee knowing of or suspecting a direct or indirect conflict of interest and violation of this policy, is encouraged to report the matter,



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either in confidence or in public, to the Library Director or The Youngstown Free Library Board of Trustees. Any resolution of such conflict by the Library Board of Trustees shall hold The Youngstown Free Library's interest paramount, as well as maintain the Library Board's integrity in its governing role.

## **Distribution of the Youngstown Free Trustee and Employee Conflict of Interest Policy**

The Youngstown Free Library Board of Trustees shall sign and distribute a copy of the Conflict of Interest Policy to every Trustee and employee of The Youngstown Free Library. Each Trustee and employee elected or appointed thereafter shall be furnished a copy to sign before entering upon the duties of his or her office or employment.

## **Penalties**

In addition to any penalty contained in any other provision of Law, a Youngstown Free Library Trustee or employee who shall knowingly and intentionally violate any of the provisions of this Code of Conflict of Interest Policy may be subject to disciplinary action up to and including the imposition of fines, suspension, and/or dismissal in the manner determined by the Director and/or Board of Trustees as appropriate.

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Signature

\_\_\_\_\_  
Date