Darwin R. Barker Library Association – Conflict of Interest Policy

Approved by the The Darwin R. Barker Library Association Board, March 18, 2015

A conflict of interest or commitment generally arises when an individual has the opportunity to influence decisions in ways that could lead to personal benefit or improper advantage resulting in the compromise or appearance of compromise of the individual’s judgment and ability to carry out his/her professional duties objectively. The scope of this policy includes Board and staff members of the library and historical museum.

POLICY AND PRACTICES, to comply with New York State Not-For-Profit Corporation regulations

1. Full disclosure shall be made to the Board Directors in all conflicts of interest, including but not limited to instances where:

a. A Board member or employee accrues a direct or indirect pecuniary or material benefit from a Darwin R. Barker Library Association transaction for any subcontract, goods, or services other than as part of her/his regular job responsibilities. This is not intended to apply to gifts and/or similar entertainment of nominal value that clearly are in keeping with good business ethics and do not obligate the recipient.

b. A staff member in a supervisory capacity is related to another staff member whom (s)he supervises.

c. A Board member is related to another Board member or staff member by blood, marriage or domestic partnership.

2. Following disclosure of a possible conflict of interest or any condition listed above, the Board of Directors shall determine whether a conflict of interest exists and, if so, the Board shall vote to authorize or reject the transaction or take any other action deemed necessary to address the conflict and protect The Darwin R. Barker Library Association’s best interests. A vote carries by the majority of those present. The resolution of the conflict will be documented in the Board’s records, including in the minutes of any meeting at which the conflict is discussed or voted upon.

3. The individual Board or staff member with a perceived or actual conflict of interest shall not be present at or participate in any discussion or debate of the Board in which the subject of discussion is a perceived or actual conflict of interest. In addition, s/he shall not attempt to influence improperly the deliberation or voting on the matter giving rise to the conflict. However, s/he may be present to provide clarifying information in such a discussion or debate at the discretion of the Board.

4. Anyone in a position to make decisions about spending The Darwin R. Barker Library Association resources (i.e., transactions such as purchases or contracts) which may result in a conflict of interest has a duty to disclose that conflict as soon as it arises (or becomes apparent).

5. No Board member shall serve as an employee of the The Darwin R. Barker Library Association.

6. A copy of this policy shall be given to all Board and staff members upon commencement of such person's relationship with The Darwin R. Barker Library Association or at the official adoption of stated policy. Each Board and staff member shall sign and date the policy at the beginning of her/his term of service or employment and each year thereafter, at the Annual Meeting. Failure to sign does not nullify the policy.

**The Darwin R. Barker Library Association Disclosure Form**

I have read the statement of policy regarding conflicts of interest. To the best of my knowledge, and belief, except as disclosed herewith, neither I nor any person with whom I have a personal, business or organizational relationship is engaged in any transaction or activity or has any relationship that may represent a potential competing or conflicting interest or commitment. To the best of my knowledge and belief, except as disclosed here, neither I nor any person with whom I have or have had a personal, business, organizational, or compensated relationship intends to engage in any transaction, or to become the recipient of any substantial gifts or favors that might be covered by the statement of policy regarding conflicts of interest. In the event that such a situation might arise, I will provide information as described in this policy.

\_\_\_\_\_ I have no conflict of interest to report

\_\_\_\_\_ I have the following conflict of interest to report (please specify):

Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

This form must be filed annually by all specified parties, at the time of the Board Annual Meeting, as identified in The Darwin R. Barker Library Association Conflict of Interest Policy Statement