

Hamburg Public Library

Conflict of Interest Policy

I. Statement of Purpose

The purpose of this policy is to protect the Hamburg Public Library's interests when it is contemplating entering into a transaction or arrangement that might benefit the private interest of a board member, officer, or employee who is considering a proposed transaction or arrangement for the Organization; or might result in a possible excess benefit transaction. This policy is intended to supplement, but not replace any applicable state and federal laws governing conflict of interest applicable to governmental, nonprofit, or charitable organizations.

II. Actual or Potential Conflict of Interest

No Trustee may use his or her position as a trustee to:

- obtain financial or other gain for the private benefit of the Trustee, the trustee's family or any organization with which the Trustee is associated
- accept or receive, directly or indirectly, any remuneration, services or anything of value or any promise for future benefit
- accept any gifts of any kind, which would create an appearance of impropriety and/or undue influence, from any person, or entity that does business with the Library
- accept any remuneration or services from the Hamburg Public Library

III. Procedure

A Trustee who discovers that he or she has an actual or potential conflict of interest as described above shall: fully, completely and immediately disclose the existence of such conflict of interest to the Board of Trustees. A person who has a conflict of interest shall not be permitted to hear or participate in the board's discussion of the matter except to clarify facts or answer questions pertaining to the conflict. Such person shall not attempt to exert his or her personal influence with respect to the matter, either inside or outside the meeting. A person who has a conflict of interest in respect to awarding a contract or transaction that will be voted on at a meeting shall not vote on any matter pertaining to the awarding of a said contract or transaction nor be present in the meeting in which discussions and votes take place. Such person's conflict of interest and ineligibility to vote shall be reflected in the minutes of the meeting.

V. Confidentiality

Each board member shall not disclose any confidential information acquired in connection with such status or information the disclosure of which might be adverse to the interests of the Hamburg Public Library. Furthermore, no trustee shall disclose or use any information relating to the business of the Hamburg Public Library for personal profit or advantage of the trustee or family member. Members of the Hamburg Public Library Board, committees, and staff shall refrain from obtaining any list of library patrons that may result in personal benefit.

**Hamburg Public Library
Conflict of Interest Annual Survey**

I, _____, a member of the Hamburg Public Library Board of Trustees, have received and read a copy of the Conflict of Interest Policy. I agree to comply with the policy and declare the following affiliations and relationships with potential for conflict of interest, as defined in the Hamburg Public Library's Conflict of Interest policy:

_____ None

1. Name: _____

Business: _____

Address: _____

City/St/Zip: _____

Affiliation: _____

2. Name: _____

Business: _____

Address: _____

City/St/Zip: _____

Affiliation: _____

3. Name: _____

Business: _____

Address: _____

City/St/Zip: _____

Affiliation: _____

Signature: _____ Date: _____