



## Clinton-Essex-Franklin Library System *Code of Ethics and Conflict of Interest Policy*

*Adopted by the Board of Trustees  
April 28, 2014*

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*Applied to CEFLS Trustees and Employees*

The Clinton Essex Franklin Library System (CEFLS) recognizes that well defined, ethical standards of conduct serve to increase the effectiveness of the CEFLS Board of Trustees, staff and volunteers. Actions based on an ethical code of conduct promote public confidence and help the CEFLS achieve its mission. The Board also recognizes its obligation, under the provisions of New York General Municipal Law, to adopt a code of ethics setting forth the standards of conduct required of CEFLS trustees and employees.

The CEFLS Board of Trustees is committed to avoiding situations in which the existence of conflicting interests of any trustee or employee may affect the integrity of the management or operation of the System. The Board affirms its commitment to adhere to applicable provisions of law regarding material conflicts of interest:

1. Gifts: No trustee or employee shall directly or indirectly solicit, accept or receive any money or gift having value of \$75 or more, whether in form of cash, check, loan, credit, services, travel, entertainment, hospitality, or promise, or any other form. Under no circumstances should a trustee or employee accept any money or gift for which it could be easily inferred that the money or gift was intended to influence him or her in the performance of his or her official duties or was intended as a reward for any specific official action on his or her part. However, the Board encourages the writing of letters or notes expressing gratitude or appreciation to staff members.
2. Confidential Information: No trustee or employee shall disclose confidential information acquired by him or her in the course of his or her official duties or use such information to further his or her personal interest. In addition, he or she shall not disclose information regarding any matters discussed in an executive session of the Board of Trustees.
3. 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 CEFLS Board of Trustees.
4. Representation before the Board for Contingent Fee: A trustee or employee shall not receive or enter into any agreement, expressed or implied, for compensation for services to be rendered in relation to any matter before the CEFLS Board, whereby

the compensation is to be dependent or contingent upon any action by the Board with respect to such matter.

5. Disclosure of Interest in Matters before the Board: Any trustee or employee of CEFLS whether paid or unpaid, who participates in the discussion or gives official opinion to the Board on any matter before the Board shall publicly disclose on the official record the nature and extent of any direct or indirect financial or other private interest he or she has in such matters. The term “interest” means a pecuniary or material benefit accruing to a trustee or employee.
6. Disclosure of Interests in Contracts: To the extent known, any trustee or employee of CEFLS who has, or will have, or subsequently acquires an interest in any such contract with CEFLS shall publicly disclose the nature and extent of such interest in writing to the CEFLS Director as soon as he or she has knowledge of such actual or prospective interest.
7. Investments in Conflict with Official Duties: No trustee or employee of CEFLS 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.
8. Certain Real Property Interests Prohibited: No trustee or employee of CEFLS who has an interest in any property, either individually or as a trustee or employee of a corporation or partnership, shall participate, shall participate in the acquisition or plan for acquisition of said property or any property adjacent to said property by CEFLS. The term “participate” shall include the promotion of the site as well as the negotiation of the terms of the acquisition.
9. Prohibited Conflicts of Interest: No CEFLS trustee or employee shall have an interest in any contract between CEFLS and a corporation or partnership of which he or she is a director or employee, if that CEFLS trustee or employee has the power to negotiate, prepare, authorize or approve the contract.
10. Nepotism Prohibited: No person employed by CEFLS shall hire, supervise, evaluate, promote, review or discipline any other employee who is a member of his/her family. In the event of that marriage, promotion, or reorganization results in a situation not in compliance with this policy, reassignment or transfer will be effected in accordance with the applicable provisions of any collective bargaining agreement.
11. Private employment: No trustee or employee of CEFLS shall engage in, solicit, and negotiate for a promise to accept private employment or render services to private interests when such employment or services creates a conflict with or impairs the proper discharge of his or her official duties.

12. Use of Library Property: No CEFLS trustee or employee shall use or permit the use of property, owned or leased by CEFLS, for anything other than official purposes or for activities not otherwise officially approved by CEFLS.
13. Duty to Disqualify: It is incumbent upon any CEFLS trustee or employee, whether paid or unpaid, to disqualify or recuse him or herself immediately whenever the appearance of conflict of interest exists.
14. Duty to Report Conflict of Interest: In the event that any CEFLS trustee or employee knows or perceives a direct or indirect conflict of interest, he or she shall report it to the CEFLS Board of Trustees.
15. Duty to Report Violations in this Policy: Any library trustee or employee or any member of the public noting or suspecting a violation of this policy is encouraged to report the matter, either in confidence or in public, to the CEFLS Board of Trustees.

*Distribution of the Clinton Essex Franklin Library System Trustee and Employee Code of Ethics and Conflict of Interest Policy*

The CEFLS Board of Trustees shall provide a copy of the Code of Ethics and Conflict of Interest Policy to be distributed to every trustee and employee of CEFLS. Each trustee and employee elected or appointed thereafter shall be furnished a copy before entering upon the duties of his or her office or employment. In addition, the Board shall ensure that a copy of Article 18 of the General Municipal Law shall be posted in a place conspicuous to CEFLS trustees and employees, including the CEFLS website.

*Penalties*

A CEFLS trustee or employee who shall knowingly and intentionally violate any of the provisions of this Code of Ethics and Conflict of Interest Policy may be subject to disciplinary action up to and including the imposition of fines, suspension, and dismissal in the manner provided by applicable law.

*\*Adapted from Westchester Library System with permission from Terry Kirchner, Director*