

## **SKANEATELES LIBRARY ASSOCIATION**

### **Policy Re: Trustee Conflicts of Interest**

**PURPOSE:** To ensure that the decisions of the Board of Trustees are made without regard to, or influence by, the personal financial interests of any Trustee.

**DEFINITION:** A “relative” of a Trustee means his or her (i) spouse, ancestors, brothers and sisters (whether whole or half-blood or by adoption), children (whether natural or adopted), grandchildren, great-grandchildren, and spouses of brothers, sisters, children, grandchildren, and great-grandchildren; or (ii) domestic partner as defined in section twenty-nine hundred ninety-four-a of the public health law.

#### **TRUSTEE OBLIGATIONS:**

1. A Trustee shall not use the authority of the Trustee’s office, or any confidential information received through his or her position as a Trustee, for the pecuniary benefit of the Trustee, a relative of the Trustee, or any entity with which the Trustee or a relative of the Trustee is associated.
2. A Trustee shall not participate, directly or indirectly, in the Board’s consideration of any decision or recommendation involving the Library if the Trustee, any relative of the Trustee, or any entity with which the Trustee or a relative of Trustee is associated, has a financial interest in the decision or recommendation.
3. A Trustee shall not participate, directly or indirectly, in hiring or voting for the hiring of any relative of the Trustee.
4. A Trustee shall not participate, directly or indirectly, in any transaction between the Library and any entity of which the Trustee or any relative of the Trustee is an owner, employee, partner or principal, except for services for which a Trustee is specifically retained if and only if a majority of the disinterested members of the Board determines that it is in the best interest of the Library that the Trustee be so retained.
5. Whenever a Trustee is aware that he or she has, or may be perceived to have, a conflict of interest regarding a matter coming before the Board, the Trustee shall promptly bring such conflict to the attention of the Board, shall not vote on the matter giving rise to the conflict, shall excuse him/herself from any discussion regarding the matter by leaving the room, and shall not be counted in determining the presence of a quorum if that has not already been established. These points shall be recorded in the minutes of the meeting at which the Trustee’s conflict is brought to the Board’s attention and at any subsequent meeting in which the matter giving rise to the Trustee’s conflict is considered.

6. In accordance with this policy and the requirements of New York law, prior to the initial election of any Trustee, and annually thereafter, such Trustee shall complete, sign and submit to the Secretary a written statement identifying, to the best of the Trustee's knowledge, any entity of which such Trustee is an officer, director, trustee, member, owner (either as a sole proprietor or a partner), or employee and with which the Library has a financial relationship, and any transaction in which the Library is a participant and in which the Trustee might have a conflicting interest.

7. Any conflict of interest brought to the attention of the Board shall be addressed by the Board in accordance with this policy and applicable law.

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Adopted by the Skaneateles Library Association Board of Trustees on April 15, 2014