

## **Bent Northrop Memorial Library Board of Trustees and Employee Conflict of Interest Policy**

No Board member or committee member of the Bent Northrop Memorial Library shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation on the Board. Other than compensation, no employee shall derive any personal profit or gain, directly or indirectly, by reason of his or her employment by the Bent Northrop Memorial Library except through activities that may facilitate professional advancement or contribute to the profession such as publications and professional service and have been fully disclosed to the Board.

Each individual shall disclose to the Board any personal interest which he or she may have in any matter pending before the Board and shall refrain from participation in any decision on such matter.

Members of Bent Northrop Memorial Library Board, committees, and staff shall refrain from obtaining any list of library patrons that results in personal benefit.

On behalf of the Board:

I (we) have reviewed, approved, and adopted this Conflict of Interest Policy Statement.

Board Member Signature	Date
Board Member Signature	Date
Board Member Signature	Date
Board Member Signature	Date
Board Member Signature	Date

## **Bent Northrop Memorial Library Board of Trustees and Employee Ethics Policy**

**Purpose:** The Bent Northrop Memorial Library is dependent on the trust of its community to successfully achieve its mission. Therefore, it is crucial that all Board members and employees conduct business on behalf of the Bent Northrop Memorial Library with the highest level of integrity avoiding any impropriety or the appearance of impropriety.

### **Guiding Principles:**

- Board members and employees should uphold the integrity of the Bent Northrop Memorial Library and should perform their duties impartially and diligently.
- Board members and employees should not engage in discrimination of any kind including that based on; Race, Color, National origin, Religion, Sex, Disability: physical, mental, or emotional, Age (18 and older), Genetic information, Sexual Orientation, AIDS/HIV, Place of birth, Gender identity, Credit report or credit history.
- Board members and employees should protect and uphold library patrons' right to privacy in their use of the library's resources.
- Board members and employees should avoid situations in which their personal interests, activities or financial affairs are, or are likely to be perceived as being in conflict with the best interests of the Bent Northrop Memorial Library.
- Board members and employees should avoid having interests that may reasonably bring into question their position in a fair, impartial and objective manner.
- Board members and employees should not knowingly act in any way that would reasonably be expected to create an impression among the public that they are engaged in conduct that violates their trust as Board members or employees.
- Board members and employees should not use or attempt to use their position with the Bent Northrop Memorial Library to obtain unwarranted privileges or advantages for themselves or others.
- Board members and employees should not be swayed by partisan interests, public pressure, or fear of criticism.
- Board members and employees should not denigrate the organization or fellow Board members or employees in any public arena.

### **Therefore:**

To preserve and uphold the Bent Northrop Memorial Library's reputation as an organization of unimpeachable integrity, each Board member, employees will sign a "Conflict of Interest/Ethics Statement" at the beginning of each calendar year (and at the commencement of his/her service) during their tenure with the Bent Northrop Memorial Library.

**Compliance:**

If any Board member appears to be in conflict with the “Guiding Principles” above, he or she will be asked to meet with the rest of the Board of Trustees to discuss the issue. Employees who are or appear to be in conflict with the “Guiding Principles” will be asked to meet with the Library Director who will make a determination as to discipline or termination based on his or her findings and will inform the Board of Trustees.

On behalf of the Board:

I (we) have reviewed, approved, and adopted this Ethics Policy Statement.

_____	_____
Board Member Signature	Date
_____	_____
Board Member Signature	Date
_____	_____
Board Member Signature	Date
_____	_____
Board Member Signature	Date
_____	_____
Board Member Signature	Date

# **Bent Northrop Memorial Library Conflict of Interest/Ethics Statement**

This is to certify that I, except as described on the reverse of this sheet, am not now nor at any time during the past year have been:

A participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party doing business with Bent Northrop Memorial Library that has resulted or could result in personal benefit to me.

Any exceptions to the above are stated on the reverse of this sheet with a full description of the transactions, whether direct or indirect, which I have (or have had during the past year) with persons or organizations having transactions with Bent Northrop Memorial Library.

I have also read and understand the Bent Northrop Memorial Library's Conflict of Interest Policy and Ethics Policy.

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

Printed name: \_\_\_\_\_

Bent Northrop Memorial Library position:

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