

MOUNTAIN TOP LIBRARY CONFLICT OF INTEREST POLICY

The Mountain Top Library depends upon philanthropic gifts of time and money from the public as well as contracts from government agencies. Maintenance of the library's tax-exempt status and public position depend upon the highest standards of ethical and professional practice, including compliance with all relevant laws and regulations. The community views the operations of the library as a public trust. As such a trust, the Mountain Top Library is subject to scrutiny by and accountability to such governmental authorities as well as to members of the public.

SCOPE

This policy includes Board Members and Officers, Committee Members, Volunteers and Employees. Upon appointment and annually thereafter, affected individuals are required to disclose specific circumstances that may represent an actual, perceived or potential conflict of interest or commitment. In addition to annual reporting, any of the above conflicts shall be reported in writing as soon as they arise. Any such report shall be directed to the Library Director, who will officially present it to the Board. The Board shall attempt to resolve any action or potential conflict, and shall respond in writing to the individual. The individual in conflict shall absent him/herself during any discussion related to the issue, and shall refrain from participating in decision making regarding the matter. The individual's presence at the meeting shall not be counted in determining whether there exists a quorum.

DEFINITION

A conflict of interest generally arises when an individual has the opportunity to influence decisions in a way that could lead to personal benefit or improper advantage. This refers to any social, professional, personal or organizational affiliation, commitment, activity or undertaking that is so substantial as to interfere or appear to interfere with the individual's responsibility to the Mountain Top Library, including but not limited to:

~Advancing a personal agenda or agenda from another organization.

~Using the association with the library in connection with the promotion of partisan politics, religious matters, any other cause, or positions on any issues not in conformity with the position of the Library.

~Holding any ownership interest in a business or profession that provides goods or services to the Library.

~Having a financial or other interest in a transaction with the Library.

~Acting in multiple capacities either within or without the Library in any matter or transaction relating to the Library.

~Receiving compensation for services to the Library other than approved compensation for staff.

~Accepting favors, gifts, or gratuities, or taking part in activities or transactions that relate to, affect, or influence decisions made for, regard or on behalf of the library.

~Using donor or client information or relationships inappropriately or in ways that might damage donor confidentiality and / or relationships with the Library.

~Participating in any arrangements or transactions that might appear to be a conflict of interest.

~Using the Library name, any logos or emblems, endorsement services and property for anything other than authorized Library activities.

Individuals affected by this policy shall maintain the highest standards of ethical behavior, integrity and public responsibility. No Board or Committee member, volunteer or employee shall use his/her position or the knowledge gained therefrom, in such a manner that a conflict between the interest of The Mountain Top Library and the individual's personal interests arises.

ACCEPTANCE AND DISCLOSURE

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 or have had 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, as defined herein. In the event that such a situation might arise, I will provide information as described in this policy.

Print Name: _____

Signature: _____

Date: _____

or the knowledge gained therefrom, in such a manner that a conflict between the interest of the Haines
Library and the individual's personal interests arises.

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