



BOARD OF TRUSTEES

Conflict of Interest

The purpose of the following policy and procedures is to prevent the personal interest of staff members, and board members from interfering with the performance of their duties to Beekman Library, or result in personal, financial, professional, or political gain on the part of such persons at the expense of Beekman Library or its patrons, supporters, and other stakeholders.

Definitions

Conflict of Interest (also Conflict) means a conflict, or other appearance of a conflict, between the private interests, and official responsibilities of a person in a position of trust. "Interest" means a direct or indirect pecuniary or material benefit accruing to a Library trustee or employee as a result of a contract with the Library which such officer or employee serves. Persons in a position of trust include staff members, officers, and board members of Beekman Library.

Board means the Board of Trustees.

Officer means an officer of the Board of Trustees.

Volunteer means a person – other than a board member – who does not receive compensation for services and expertise provided to Beekman Library.

Staff Member means a person who receives all or part of her/his income from the payroll of Beekman Library.

Patron means a customer of Beekman Library.

Supporter means corporations, foundations, individuals, 501 (c)(3) nonprofits, and other nonprofit organizations who contribute to Beekman Library.

Policy and Practices

1. Full disclosure, by notice in writing, shall be made by the interested parties to the full Board of Trustees in all conflicts of interest, including but not limited to the following:
 - a. Board trustee is related to another board member or staff member by blood, marriage, or domestic partnership.
 - b. A staff member in a supervisory capacity is related to another staff member whom she/he supervises.
 - c. A board member or his/her organization accrues a direct or indirect pecuniary or material benefit from an Beekman Library transaction or staff member of such organization receives payment from Beekman Library for any subcontract, goods, or services other than as part of her/his regular job



- responsibilities or as reimbursement for reasonable expenses incurred as provided in the bylaw and board policy.
- d. A board member's organization receives grant funding from Beekman Library.
 - e. A board member or staff member is a member of the governing body of a contributor to Beekman Library.
 - f. A volunteer working on behalf of Beekman Library who meets any of the situations or criteria listed above.



Beekman Library Disclosure Form

This form must be filed annually by all specified parties, as identified in the Beekman Library's Conflict of Interest Policy Statement (ratified by the Beekman Library's Board of Trustees on 9-28-2009).

_____ I have no conflict of interest to report

_____ I have the following conflict of interest to report (please specify):

The undersigned, by their affixed signature, note their understanding of the implications of this policy.

Signature

Printed Name

Date

Additions to the Board of Trustees

Trustees be actively recruited in order to maintain a board of nine members. Prospective trustees will be asked to attend two board meeting as an observer and to ~~make provide~~ a brief written statement as to their work and volunteer experience and why they would like to serve on the board. ~~and what they can offer the board by way of expertise.~~ The nominating committee will discuss the candidate's qualifications and notify the prospective trustee prior to the next board meeting. The chair of the nominating committee will make a recommendation ~~make a motion~~ at the beginning of the next board meeting.

No member of the Board of Trustees shall have a relative as a paid employee of the library.

No Trustee shall act as in-house library volunteers.

Relatives or domestic partners shall not serve on the Board of Trustees at the same time.

Trustee Attendance

Board members are expected to attend all meetings. A Trustee who fails to attend four Board meetings per annum, will be contacted by the board president to discuss their interest in continuing. A decision will be made as to whether the trustee will attend the next meeting, request a leave of absence or submit their resignation. If the president is unable to contact the trustee by the next board meeting, they will be declared to have resigned.

Trustee Leave of Absence

Trustees may request a leave of absence of up to six months. The request must be in writing and must specify the start and end date of the leave. At the end of the leave the trustee must contact the Board President to confirm that he or she will be returning at the next scheduled board meeting. In the event that the trustee does not return at the conclusion of the leave, they will be declared resigned from the board.

~~No member of the Board of Trustees shall have a relative as a paid employee of the library.~~

Board Self Evaluation

The board will complete an annual self-evaluation that will be presented at a board meeting.

Continuing Education

All new members of the Library Board of Trustees will attend "Trustee Essentials" training offered by MHLS within the first three months (or as soon as possible based on MHLS calendar) ~~as a new trustee.~~ New Mmembers of the Library Finance Committee must attend the Mid-Hudson "Fiduciary & Financial Responsibilities for Trustees" training as soon as possible after joining the committee. New Mmembers of the policy



committee must attend the Legal Issues training as soon as possible after joining the committee.

The Library Director will keep the board apprised of all continuing education opportunities available to trustees.

All trustees will complete two hours of continuing education annually as mandated by NY State. All trustees need to keep the director informed in writing of all trainings they have attended.

Board of Trustees Ethics

Trustees of the Beekman Library understand they are responsible for holding the Library in trust for the community. This trust is an expression of civic leadership and, as a member of the Board; Trustees are accountable to the community as a whole.

Trustees will receive no compensation.

Once the Board adopts a position, Trustees will support it in public settings, regardless of personal opinion.

Trustees will attend board meetings and participate fully in the deliberations.

Trustees commit to attaining and maintaining a level of competency appropriate to library trustees.

Trustees will treat fellow Trustees with respect.

Trustees will respect the confidential nature of library business while being aware of and in compliance with applicable laws governing the freedom of information.

Trustees will avoid situations in which personal interest are in conflict with their role as Trustee, will disclose any such situations, and will disqualify themselves immediately whenever the appearance of a conflict of interest arises.

Trustees will comply with Open Meetings law.

Trustees understand that the function of the Board is to set broad policy direction and monitor adherence to policy and not to interfere with the day to day operations of the Library.

~~Trustee Leave of Absence~~

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Public Comments at Meetings

There is a thirty-minute public comment period at the end of board meetings. Individuals who wish to address the board are asked to keep their comments to five minutes. In the event that more than six people wish to speak, the individual time limit will be adjusted to allow all participants an equal amount of time for comments.