

Sidney Memorial Public Library	Section:
Manual Name: Library Policy Manual	Date Issued: 12/14/1993
Section: Board of Trustee Code of Ethics	Date Created/Revised: 08/08/2022

The Board of Trustees of the Sidney Memorial Public Library, chartered to serve the area of the Sidney Central School District, adopts the following:

Section 1. Pursuant to the provisions of the General Municipal Law, the Board of Trustees of the Sidney Memorial Public Library, recognizes that there are rules of ethical conduct for public officers and employees which must be observed to assure a high degree of moral conduct and to maintain public confidence in the library. These rules shall serve as a guide for official conduct of the officers and employees of the Sidney Memorial Public Library. The rules of ethical conduct of this resolution as adopted, shall not conflict with the General Municipal Law or any other general or special law relating to municipal officers and employees.

2. Definition.

(a) "Municipal Officer or Employee" means an officer or employee of the Sidney Memorial Public Library, whether paid or unpaid, including members of any administrative board.

3. Standards of Conduct. Every officer or employee of the Sidney Memorial Public Library shall be subject to and abide by the following standards of conduct:

(a) Discrimination. Each individual shall not knowingly initiate or approve any decision involving discrimination as to Age, Caste, Disability, Language, Name, Nationality, Race or Ethnicity, Religious Beliefs, Sex, Sex Characteristics, gender, or gender identity.

(b) Gifts. Each individual shall not, directly or indirectly, solicit any gift, or accept or receive any gift **having a value of seventy-five dollars or more**, whether in the form of money, services, loan, travel, entertainment, hospitality, object or promise, or any other form, in the performance of official duties or as a reward for any official action. **Unofficial participation in a library program in which the trustee could potentially receive a prize is allowable.**

(c) **Appearance of Conflict of Interest. A Trustee shall immediately disqualify him/herself whenever the appearance of or a conflict of interest exists.**

(d) Confidential Information. Any officer or employee shall not disclose confidential information acquired in the course of official duties or use such information to further personal interest. The library's circulation records, personnel records, and any other records which identify information about an individual are confidential.

(e) Representation Before One's Own Agency. An individual shall not enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before any agency of which s/he is an officer, member or employee or of any agency over which s/he has jurisdiction or to which s/he has the power to appoint any member, officer or employee.

(e) Representation Before Any Agency for A Contingent Fee. An individual shall not enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before any agency, whereby the compensation is to be contingent upon any action by

such agency with respect to the library. This paragraph shall not prohibit the fixing at any time of fees based upon the reasonable value of the services rendered.

(f) Disclosure of Interest in Policy and Legislation. Any individual who participates in the discussion or gives official opinion to the Board of Trustees on any matter before the Board of Trustees shall publicly disclose on the official record the nature and extent of any direct or indirect financial or other private interest in such matter.

(g) Investments in Conflict with Official Duties. An individual shall not invest or hold any investment directly or indirectly in any financial, business, commercial or other private transaction, which creates a conflict with official duties.

(h) Private Employment. An individual shall not engage in, solicit, negotiate for or accept private employment or render services for private interests when such employment or service creates a conflict with or impairs the proper discharge of official duties.

(i) Goal. All acts in jurisdiction or employment shall be directed to furthering and improving the goals of the Sidney Memorial Public Library.

(j) Disclosure of Possible Conflict of Interest. Divesting of investments or disclosure of such investments prior to acceptance of public office or public employment or prior to any official action involving a possible conflict will satisfy the requirement of investments in conflict with official duties.

4. Nothing herein shall be deemed to bar or prevent the timely filing by a present or former officer or employee of any claim, account, demand or suit against the Sidney Memorial Public Library, or any agency thereof, on behalf of self or any family member arising out of any personal injury or property damage or for any lawful benefit authorized or permitted by law.
5. Distribution of Code of Ethics. The Director of the Sidney Memorial Public Library shall distribute a copy of this Code of Ethics to every officer and employee of the library within 30 days after the effective date of this resolution. Each officer and employee elected or appointed thereafter shall be furnished a copy of this code.
6. Penalties. In addition to any penalty contained in any other provision of law, any person who shall knowingly and intentionally violate any of the provisions of this code, will be fined, suspended, or removed from office or employment, as the case may be, in the manner provided by law.
7. Effective Date. This resolution shall take effect on December 14, 1993.
8. Appeals. Any appeals regarding this Code of Ethics shall be referred to the Delaware County Board of Ethics appointed by the Delaware County Board of Supervisors or any other local board subsequently designated.

