



CODE OF ETHICS

Pursuant to the provisions of Section 805(a) and Section 806 of General Municipal Law, the Board of Trustees recognizes that there are rules of ethical conduct for public officers and employees which must be observed if a high degree of public confidence is to be maintained. It is the purpose of this policy to promulgate these rules of ethical conduct for the officers and employees of Longwood Public Library. These rules shall serve as a guide for official conduct of the Board of Trustees and employees of the library. These rules of ethical conduct shall not conflict with, but shall be in addition to any prohibition of New York State law.

Definitions

The term “officers or employees” shall apply to any trustees or employees of Longwood Public Library, whether paid or unpaid, including members of the Library Board of Trustees.

The term “interest” means a direct or indirect financial or material benefit accruing to officers or employees.

Standards of Conduct

Any officer or employee shall be subject to and abide by the following standards of conduct:

Gifts: An officer or employee shall not directly or indirectly solicit any gift, or accept or receive any gift having a value of \$75 or more, whether in the form of money, services, loan, travel, entertainment, hospitality, things or promise, or any other form, under circumstances in which it could reasonably be inferred that the gift was intended to influence, or could reasonably be expected to influence, in the performance of their official duties, or was intended as a reward for any official action on their part.

Confidential Information: No officer or employee shall disclose confidential information acquired in the course of official duties or use such information to further their personal interest.

Representation before one’s own agency: No officer or employee shall receive, or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before the Library Board of Trustees.

Representation before any agency for a contingent fee: No officer or employee shall receive, or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before the Library Board of Trustees whereby compensation is to be dependent or contingent upon any action by the Board with respect to such matter, provided that this paragraph shall not prohibit the fixing at any time of fees based upon reasonable value of the service rendered.

Disclosure of interest in matters before the Board: To the extent that one knows thereof, any officer or employee of the Longwood Public Library, whether paid or unpaid, who

participates in the discussion of or gives official opinion to the Library Board of Trustees on any matters before the Board, shall publicly disclose on the official record the nature and extent of any direct and indirect financial or other private interest they may have in such matters.

Investments in conflict with official duties: No officer or employee shall invest or hold any investment directly or indirectly in any financial, business, commercial or other private transaction which creates a conflict with official duties.

Private employment: No officer or employee shall engage in, solicit, negotiate for or promise to 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.

Future employment: No officer or employee shall, after the termination of service or employment with Longwood Public Library, appear before the Board or any panel or committee of the Board in relation to any case, proceeding or application in which they personally participated during the period of their service or employment or which was under active consideration.

Use of library resources: No officer or employee shall use or permit the use of library resources for anything other than official purposes, or for activities not otherwise officially approved by the Library Board of Trustees. Library resources include, but are not limited to, library personnel, and the library's funds, facility, equipment, materials, supplies or other property.

Claims Permitted

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 Longwood Public Library, or any agency thereof on behalf of oneself or any member of one's family arising out of any personal injury or property damage or for any lawful benefit authorized or permitted by law.

Distribution of Code of Ethics

The Library Director shall cause a copy of this code of ethics to be distributed to all officers and employees of Longwood Public Library within 30 days after the effective date of this resolution. Any officer or employee elected or appointed thereafter shall be furnished a copy before entering upon the duties of that office or employment.

Penalties

In addition to any penalty contained in any other provision of law, any persons who shall knowingly and intentionally violate any of the provisions of this code may be suspended or removed from office or employment, as the case may be, in the manner provided by law.