

**TOMPKINS COUNTY PUBLIC LIBRARY**  
**CONFLICT OF INTEREST POLICY**

The Tompkins County Public Library Board of Trustees (“Board”), the individual members of the Board (“Trustees”), and persons employed by the Tompkins County Public Library (“Staff members”), shall refrain from any behavior that might be construed as self-dealing or in conflict with the mission, goals and fundamental purpose of the Tompkins County Public Library (“TCPL”).

Actual Conflict: The responsibility to avoid conflicts of interest and to disclose past conflicts, falls on the individual Trustees and Staff members themselves. Trustees and Staff members shall present in writing any current or past conflict of interest to the Board for review and action. Such action may include, without limitation, holding the information on file, or requiring the Trustee or Staff member to either cease or desist the activity or to relinquish service to TCPL.

Appearance of Conflict: The appearance of a conflict of interest may not constitute actual conflict. Any Trustee or Staff member facing a potential conflict of interest shall present in writing the potential conflict to the Board, for review and any action. In addition, each Trustee and Staff member shall annually complete and submit the attached reporting form to the President of the Board.

Documentation: The resolution of the conflict will be documented in the Library’s records, including in the minutes of any meeting at which the conflict was discussed or voted upon.

New York State Library, Department of Library Development guidelines  
<http://www.nysl.nysed.gov/libdev/trustees/coi-wb.htm>

**CONFLICT OF INTEREST REPORTING FORM**

**Affirmation**

As a duly elected member of the Board of Trustees of the Tompkins County Public Library or Staff, I hereby certify that I have reviewed and kept a copy of the policy statement on conflict of interest for my files, and that to the best of my knowledge, no circumstance exists with me or my immediate family that might be construed as a conflict of interest with Tompkins County Public Library.

**OR**

That personal or immediate family circumstances currently exist that might be construed as a conflict of interest with my Tompkins County Public Library Board or Staff activity. The circumstances are described below and are submitted to the Tompkins County Public Library Board of Trustees for review and recommendation.

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Signed: \_\_\_\_\_

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

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