

Subject: Code of Ethics and Conflict of Interest Policy

Application: Trustees, employees and volunteers

Westchester Library System (WLS) recognizes that sound, ethical standards of conduct serve to increase the effectiveness of the Board of Trustees, employees and volunteers. Actions based on an ethical code of conduct promote public confidence and the attainment of WLS's goals. The Board of Trustees also recognizes its obligation, under the provisions of New York General Municipal Law, to adopt a code of ethics setting forth the standards of conduct required of trustees and employees and extends this to volunteers.

The Board of Trustees is committed to avoiding situations in which the existence of conflicting interests of any trustee or employee may affect the integrity of the management or operation of the System. The Board of Trustees affirms its commitment to adhere to applicable provisions of law regarding material conflicts of interest:

1. Gifts: No trustee, employee or volunteer shall directly or indirectly solicit, accept or receive any money or gift having a value of \$75 or more, whether in the form of cash, check, loan, credit, services, travel, entertainment, hospitality, promise, or any other form. Under no circumstances should a trustee, employee or volunteer accept any money or gift for which it could reasonably be inferred that the money or gift was intended to influence the individual in the performance of their official duties or was intended as a reward for any specific official action on their part. However, the Board of Trustees encourages the writing of letters or notes expressing gratitude or appreciation.
2. Confidential Information: No trustee, employee or volunteer shall disclose confidential information acquired by the individual in the course of their official duties or use such information to further their own personal interest. In addition, the individual shall not disclose information regarding any matters discussed in an executive session of the Board of Trustees.
3. Representation Before the Board of Trustees: A trustee, employee or volunteer shall not receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before the Board of Trustees.
4. Representation Before the Board of Trustees for a Contingent Fee: A trustee, employee or volunteer shall not receive or enter into any agreement, express or

implied, for compensation for services to be rendered in relation to any matter before the Board of Trustees, whereby the compensation is to be dependent or contingent upon any action by the Board of Trustees with respect to such matter.

5. Disclosure of Interest in Matters before the Board of Trustees: Any trustee, employee or volunteer, whether paid or unpaid, 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 the individual has in such matter. The term “interest” means a pecuniary or material benefit accruing to a trustee or employee trustee, employee or volunteer.
6. Disclosure of Interests in Contracts: To the extent known, any trustee, employee or volunteer who has, or will have, or subsequently acquires an interest in any contract with WLS shall publicly disclose the nature and extent of such interest in writing to the Executive Director as soon as the individual has knowledge of such actual or prospective interest.
7. Investments in Conflict with Official Duties: No trustee, employee or volunteer shall invest or hold any investment directly or indirectly in any financial, business, commercial or private transaction that creates a conflict with their official duties.
8. Certain Real Property Interests Prohibited: No trustee, employee or volunteer who has an interest in any property, either individually or as A trustee, employee or volunteer of a corporation or partnership, shall participate in the acquisition or plan for acquisition of said property or any property adjacent to said property by WLS. The term “participate” shall include the promotion of the site as well as the negotiation of the terms of the acquisition.
9. Prohibited Conflicts of Interest: No trustee, employee or volunteer shall have an interest in any contract between WLS and a corporation or partnership of which they are a director or employee, if that trustee or employee has the power to negotiate, prepare, authorize or approve the contract or authorize or approve payment there-under, audit bills or claims under contract, or appoint a trustee, employee or volunteer who has any of the powers or duties set forth above. No officer, treasurer or their deputy or employee shall have an interest in a bank or trust company designated as a depository paying agent, registration or for investment of WLS funds of which they are a director or employee. The

provisions of this section will not be construed to preclude the payment of lawful compensation and necessary expenses of any trustee, employee or volunteer in one or more positions of public employment, the holding of which is not prohibited by law.

10. Nepotism Prohibited: No person employed by WLS shall hire, supervise, evaluate, promote, review or discipline any other employee who is a member of their family. In the event that marriage, promotion, or reorganization results in a situation not in compliance with this policy, reassignment or transfer will be effected in accordance with the applicable provisions of any collective bargaining agreement.
11. Private Employment: No trustee, employee or volunteer shall engage in, solicit, negotiate for or promise to accept private employment or render services to private interests when such employment or service creates a conflict with or impairs the proper discharge of their official duties.
12. Use of Library Property: No trustee, employee or volunteer shall use or permit the use of property, owned or leased to WLS, for anything other than official purposes or for activities not otherwise officially approved by WLS.
13. Appearance of Conflict: It is incumbent upon any trustee, employee or volunteer, whether paid or unpaid, to disqualify or recuse themselves immediately whenever the appearance of a conflict of interest exists. For purposes of this paragraph, service on the board of a member library does not in itself constitute the appearance of a conflict of interest. However, a trustee who sits on the board of a member library should bring to the attention of the Executive Director and the Board of Trustees any situation in which the interests of such member library might be, or appear to be, in conflict with those of WLS. In any such situation the Board of Trustees may require such trustee to recuse themselves from discussion and/or votes affecting such member library.
14. Duty to Report Conflicts of Interest: In the event that any trustee, employee or volunteer knows of or perceives a direct or indirect conflict of interest, they shall report it to the Executive Director and/or Board of Trustees.
15. Duty to Report Violations of this Policy: Any member library trustee or employee or any member of the public noting or suspecting a violation of this policy is encouraged to report the matter, either in confidence or in public, to the Executive Director and/or Board of Trustees.

Distribution:

The Board of Trustees shall provide a copy of the Code of Ethics and Conflict of Interest Policy to be distributed to every trustee, employee and volunteer. Each trustee, employee or volunteer elected or appointed thereafter shall be furnished a copy before entering upon the duties of their office or employment. In addition, the Board of Trustees shall ensure that a copy of Article 18 of the General Municipal Law shall be posted in a place conspicuous to trustees, employees and volunteers, including the WLS website.

Penalties:

A trustee, employee or volunteer who shall knowingly and intentionally violate any of the provisions of this Code of Ethics and Conflict of Interest Policy may be subject to disciplinary action up to and including the imposition of fines, suspension, and dismissal in the manner provided by applicable law.

Last approved: June 30, 2026

Acknowledgement:

The standard of behavior at the Westchester Library System (WLS) is that all trustees, employees and volunteers, whether paid or unpaid, avoid any conflict of interest between the interests of WLS on the one hand, and their personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as potential and perceived conflicts of interest.

I understand that the purposes of this policy are to protect the integrity of the WLS decision-making process, to enable WLS constituents to have confidence in the System's integrity, and to protect the integrity and reputation of WLS trustees, employees and volunteers both paid and unpaid.

Upon or before election, hiring or appointment, I will make a full, written disclosure of all interests, relationships and holdings which do create or could potentially create a conflict of interest. This written disclosure will be kept on file and I will update it as appropriate.

During the course of meetings or activities, I will disclose any interests in a transaction or decision where I (including my business and any other nonprofit affiliation), my family and/or my significant other, employer, or close associates will receive a benefit or gain.

I understand that this policy is meant to be a supplement to good judgment, and I will respect its spirit as well as its wording.

Signature: _____

Print Name: _____

Date: _____