

DOBBS FERRY PUBLIC LIBRARY  
CONFLICT OF INTEREST POLICY

The purpose of this Conflict of Interest Policy is to protect the interest of the Library when it is contemplating entering into a transaction or arrangement that might benefit the private interest of one of its officers, directors or staff. A conflict of interest exists in any situation where a trustee or staff member of the Dobbs Ferry Public Library (DFPL) has been empowered to make decisions on behalf of DFPL and who, as a result of that power, can potentially benefit personally, directly or indirectly, from an entity or person conducting business with DFPL.

Examples of potential conflicts of interest include, but are not limited to:

1. A DFPL trustee or staff member provides goods or services to DFPL for consideration.
2. A friend or relative of a DFPL trustee or staff member provides goods or services to DFPL for consideration. (“Relative” includes the following: spouses, life partners, parents, children, siblings, in-laws, grandparents and grandchildren, and step relationships. This policy also applies to individuals who are not legally related but who reside with another employee in a familial relationship rather than a roommate relationship.)
3. A vendor or business acquaintance with whom a DFPL trustee or staff member has an outside business relationship provides goods or services to DFPL for consideration.
4. A DFPL trustee or staff member receives a referral fee or preferential discount, gift, or other valuable consideration from a vendor, paid promoter, fund raising event sponsor, or any other outside party, for referring DFPL business to such party.
5. A DFPL trustee or staff member discloses confidential information acquired in the course of official duties or uses such information to further a personal interest.

All potential conflicts of interest, no matter how small, are to be reported to the Library Director (in the case of staff) or to the DFPL Board (in the case of Board members) prior to engaging in a conflict of interest action. The Director or Board President will then make a decision as to whether the relationship is an appropriate one for DFPL.

This policy is intended to supplement but not replace any applicable federal, state or local laws governing conflicts of interest applicable to nonprofit and charitable corporations.

*Adopted by the Library Board of Trustees April 7, 2015*