

FRIENDS OF THE POESTENKILL LIBRARY, INC.  
CONFLICT OF INTEREST POLICY

Business transactions must be entered into solely for the best interests of the Friends of the Poestenkill Library, Inc. No Friends of the Poestenkill Library, Inc. can, directly or indirectly, benefit from his/her position as an member from any sale, purchase, or other activity of the library. Member should avoid situations involving a conflict, or the appearance of conflict, between duty to the Friends of the Poestenkill Library, Inc. and self-interest.

No member who deals with individuals or organizations doing or seeking to do business with the Friends of the Poestenkill Library, Inc., or who makes recommendations with respect to such dealings, should:

1. serve as an officer, director, employee, or consultant for that business;
2. own a substantial interest in that business;
3. have any other direct or indirect personal interest in any business transactions with the Friends of the Poestenkill Library, Inc.

Each member shall disclose to the Membership any personal interest which he or she may have in any matter pending before the Membership and shall refrain from participation in any decision on such matter.

No member shall receive any pay, compensation or benefit from the Friends of the Poestenkill Library, Inc. directly or indirectly for performing Friends' duties. This policy shall not prohibit the reimbursement of incidental expenses necessarily incurred in the business of the Friends of the Poestenkill Library, Inc. by any officer or member duly authorized to make such reimbursement. The Membership may employ persons to perform duties for the Friends of the Poestenkill Library, Inc. upon proper authorization of the Executive Committee but no executive shall be so employed.

Members of Friends of the Poestenkill Library, Inc. Executive Committee, committees, and staff shall refrain from obtaining or sharing any list of members that result in personal benefit.

**Accepting Gifts**

Members and members of their immediate families, of the Friends of Poestenkill Library, Inc. may not accept gifts, favors, or entertainment that might create or appear to create a favored position for someone doing business with the Friends of the Poestenkill Library, Inc. Advertising novelties are not considered gifts and are excluded from these restrictions.

Gifts that are received by a member should be returned to the donor along with a copy of this policy. Acceptance of occasional token gifts (refreshments, flowers for public display) is permissible; Executive Committee members are asked to exercise discretion.

Established October 19, 2015