

GALWAY PUBLIC LIBRARY
DONATIONS ETHICS AND CONFIDENTIALITY AGREEMENT

As the Galway Public Library (the Library) accepts donations to its operating and capital accounts and also for special projects, we believe that all donors deserve the respect and knowledge that donor and donation information will be held within an environment of confidentiality, to the extent confidentiality is permitted by State and Federal laws. To that end, members of the Board of Trustees, Staff and Volunteers of the Library will be required to abide by this policy.

The prospect and donor files (including databases) are the property of the Library. Library Board members, Staff or Volunteers may not use or hold any donor list, identifying information or related financial information for any use other than the advancement of the Library.

Library Board members, Staff or Volunteers may not make any promise to donors, may not seek or expect any favoritism from any donor, nor may they agree to any donor-directed changes in the vision, policies, services, collections, or programs of the Library, as a result of a solicitation from or contribution by a donor.

By signing this document the Trustee, Staff member or Volunteer shall hold confidential the donor and donation and any related files and databases allowed by applicable laws and regulations. The obligation to maintain confidentiality will persist even after members of the Board of Trustees, Staff and Volunteers sever their relationship with the Library.

State of New York)
) ss
County of Saratoga)

On the ____ day of _____ in the year ____ before me, the undersigned, personally appeared _____ personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged by me that he/she executed the same in his/her capacity, and that by his/her signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

Signature of Notary Public taking acknowledgment
Commission Expires _____

Date

Signature of Member of Board of Trustees,
Staff or Volunteer

Date

NOTE: Keep original in Library files, copy to signator
Revised 7-13-2020

Galway Public Library Ethics and Conflict of Interest Policy

The Galway Public Library is dependent on the trust of its community to successfully achieve its mission. Therefore, it is crucial that all Board members and employees conduct business on behalf of the Galway Public Library with the highest level of integrity avoiding any impropriety or the appearance of impropriety.

Guiding Principles:

Board members and employees

- Should uphold the integrity of the Galway Public Library and should perform their duties impartially and diligently.
- Should not engage in discrimination of any kind including that based on race, class, ethnicity, religion, sex, sexual orientation, or belief system.
- Should protect and uphold library patrons' right to privacy in their use of the library's resources.
- Should avoid situations in which their personal interests, activities or financial affairs are, or are likely to be perceived as being in conflict with the best interests of the Galway Public Library.
- Should avoid having interests that may reasonably bring into question their position in a fair, impartial and objective manner.
- Should not knowingly act in any way that would reasonably be expected to create an impression among the public that they are engaged in conduct that violates their trust as Board members or employees.
- Should not use or attempt to use their position with the Galway Public Library to obtain unwarranted privileges or advantages for themselves or others.
- Should not be swayed by partisan interests, public pressure, or fear of criticism.
- Should not denigrate the organization or fellow Board members or employees or volunteers in any public arena.

Conflict of Interest

A conflict of interest is defined as an actual or perceived interest by a staff or Board member in an action that results in, or has the appearance of resulting in, personal, organizational, or professional gain. Officers and members are obligated to always act in the best interest of the organization. This obligation requires that any officer or member, in the performance of organization duties, seek only the furtherance of the organization mission. At all times, officers and board members are prohibited from using their job title or the organization's name or property, for private profit or benefit.

A. The officers and members of the organization should neither solicit nor accept gratuities, favors, or anything of monetary value from contractors/vendors. This is not intended to preclude bona-fide organization fund raising-activities.

B. No officer or member of the library shall participate in the selection, award, or administration of a purchase or contract with a vendor where, to his knowledge, any of the following has a

financial interest in that purchase or contract:

1. The officer or member;
2. Any member of their immediate family;
3. Their partner;
4. An organization in which any of the above is an officer, director or employee;
5. A person or organization with whom any of the above individuals is negotiating or has an arrangement concerning prospective employment.

C. Disclosure--Any possible conflict of interest shall be disclosed by the person or persons concerned.

D. Board Action--When a conflict of interest is relevant to a matter requiring action by the Board, the interested person(s) shall call it to the attention of the Board and said person(s) shall not vote on the matter. In addition, the person(s) shall not participate in the final decision or related deliberation regarding the matter under consideration. When there is a doubt as to whether a conflict exists, the matter shall be resolved by vote of the Board of Trustees, excluding the person(s) concerning whose situation the doubt has arisen.

E. Record of Conflict--The official minutes of the Board shall reflect that the conflict of interest was disclosed and the interested person(s) did not participate in the final discussion or vote and did not vote on the matter.

Therefore:

To preserve and uphold the Galway Public Library's reputation as an organization of unimpeachable integrity, each Board member and employee will sign this "Ethics and Conflict of Interest Policy" at the beginning of each fiscal year (and at the commencement of his/her service) during their tenure with the Galway Public Library.

Compliance:

If any Board member, the director, or employee appears to be in conflict of the "Guiding Principles" above, he or she will be asked to meet with the Library Board of Trustees to discuss the issue and a determination as to discipline or termination based on his or her actions will be determined.

I have read and understand the above policy presented to me this day, _____
(date).

(signature)

Notary Public

Printed Name: _____

My Commission Expires: _____