

## CODE OF ETHICS

BE IT RESOLVED by the Board of Trustees of the Middle Country Public Library, that the following standards of conduct are established for trustees and employees of the Middle Country Public Library:

Section 1. Pursuant to the provisions of section eight hundred six of the NY General Municipal Law, the Board of Trustees of the Middle Country Public Library recognizes that there are rules of ethical conduct for public officers and employees which must be observed if a high degree of moral conduct is to be obtained and if public confidence is to be maintained in our unit of local government. It is the purpose of this resolution to promulgate these rules of ethical conduct for the trustees and employees of the Middle Country Public Library. These rules shall serve as a guide for official conduct and shall be in addition to any prohibition set forth in Article Eighteen of the General Municipal Law or any other general or special law relating to ethical conduct and interest in contracts of municipal officers and employees.

Section 2. Definition. (a) "Municipal Officers or Employees" means trustees or employees of the Middle Country Public Library, whether paid or unpaid, including members of any administrative board or committee.

(b) "Interest" means a pecuniary or material benefit accruing to Library trustees or employees (or his/her spouse, children or dependent) unless the context otherwise requires.

Section 3. Standards of Conduct. Any trustee or employee of the Middle Country Public Library shall be subject to and abide by the following standards of conduct:

(a) Gifts. Any trustee or employee of the Middle Country Public Library shall not directly or indirectly solicit any gift; or accept or receive any gift having a value of seventy-five dollars or more.

(b) Confidential information. Any trustee or employee of the Middle Country Public Library shall not disclose confidential information acquired in the course of official duties or use such information to further one's personal interest.

(c) Representation before one's own agency. Any trustee or employee of the Middle Country Public Library 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.

(d) Representation before any agency for a contingent fee. Any trustee or employee of the Middle Country Public Library 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.

(e) Disclosure of interest in legislation. Any trustee or employee of the Middle Country Public Library who participates in the discussion of or gives an official opinion to the New York State Legislature on any legislation before the New York State Legislature, shall publicly disclose on the official record the nature and extent of any direct or indirect financial or other private interest the trustee or employee may have in such legislation.

(f) Investments in conflict with official duties. A trustee or employee shall not hold any investment directly or indirectly in any financial, business, commercial or other private entity, which creates a conflict with official duties.

(g) Private employment. A trustee or employee shall not engage in, solicit, negotiate for or promise to accept private employment or render services for private interests when such employment or service creates a conflict with or impairs the proper discharge of official duties as a trustee or employee.

(h) Future employment. A trustee or employee shall not, after the termination of service or employment with the Library, appear before the Board or a committee of the Middle Country Public Library in relation to any case, proceeding or application in which he/she personally participated during the period of service or employment or which was under active consideration at the time of such service or employment.

Section 4. Nothing herein shall be deemed to bar or prevent the timely filing by a present or former Library trustee or employee of any claim, account, demand or suit against the Middle Country Public Library, on behalf of oneself or any member of one's family arising out of any personal injury or property damage or for any lawful benefit authorized or permitted by law.

Section 5. Distribution of Code of Ethics. The Director of the Middle Country Public Library shall cause a copy of this Code of Ethics to be distributed to all trustees and employees of the Middle Country Public Library within 30 days after the effective date of this resolution. Any trustee or employee elected or appointed thereafter shall be furnished a copy before entering upon the duties of that office or employment.

Section 6. Penalties. In addition to any penalty contained in any other provision of law, any persons who shall knowingly and intentionally violate any of the provisions of this code may be suspended or removed from office or employment, as the case may be, in the manner provided by law.

Section 7. Effective date. This resolution, as amended, shall take effect 30 days after it is adopted.

***Adopted March 17, 1971 by the Board of Trustees of the Middle Country Public Library  
Revised May 20, 1992 by the Board of Trustees of the Middle Country Public Library  
Revised December 21, 2005 by the Board of Trustees of the Middle Country Public Library  
Revised November 18, 2015 by the board of Trustees of the Middle Country Public Library***