



1. No library employee or trustee shall accept other employment which will impair his or her independence of judgment in the exercise of his or her official duties.
2. No library employee or trustee shall accept employment or engage in any business or professional activity which will require him or her to disclose confidential information which he or she has gained by reason of his or her official position or authority.
3. No library employee or trustee shall use or attempt to use his or her official position to secure unwarranted privileges or exemptions for himself, herself, or others.
4. No library employee or trustee shall engage in any transaction as representative or agent of the library with any business entity in which he or she has a direct or indirect financial interest that might reasonably tend to conflict with the proper discharge of his or her official duties.
5. A library employee or trustee shall not by his or her conduct give reasonable basis for the impression that any person can improperly influence him or her or unduly enjoy his or her favor in the performance of his or her official duties, or that he or she is affected by the kinship, rank, position or influence of any party or person.
6. Each library employee or trustee shall abstain from making personal investments in enterprises which he or she has reason to believe may be directly involved in decisions to be made by him or her or which will otherwise create substantial conflict between his or her duty in the public interest and his or her private interest.
7. Each library employee or trustee shall endeavor to pursue a course of conduct which will not raise suspicion among the public that he or she is likely to be engaged in acts that are in violation of his or her trust.
8. No library employee employed on a full-time basis nor any firm or association of which such employee is a member nor corporation a substantial portion of the stock of which is owned or controlled directly or indirectly by such employee shall sell goods or services to any person, firm, corporation or association which is licensed or whose rates are fixed by the town in which such employee serves or is employed.
9. Each library employee or trustee shall, to the extent that he or she is cognizant thereof, disclose any interest he or she may have in legislation before the Town Board.
10. No library employee or trustee within six months after the termination of his service or employment with the town shall accept employment which will involve contacts with the town which can work to his or her special advantage by virtue of his prior contact and relationship with the town.

11. Gifts. No trustee or employee shall be permitted to directly or indirectly solicit any gift; or accept or receive any gift having a value of \$75 or more, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could be reasonably inferred that the gift was intended to influence him, or could reasonably be expected to influence him, in the performance of his official duties or was intended as a reward for any official action on his part.

Approved and Adopted: September 18, 2014