



Approved Date: 08/15/2023
Date of Creation: 08/21/2012

Signed: Stephanie Thompson

Blount County Public Library Conflict of Interest Policy

Introduction

The purpose of the following policy and procedures is to: a) prevent the personal interest of staff members and/or Board members from interfering with the performance of their duties to Blount County Public Library (BCPL), and/or b) prevent the personal, financial, professional, or political gain on the part of such persons at the expense of BCPL or its patrons, supporters, and other stakeholders.

Definitions

Conflict of Interest (also Conflict) means a conflict, or the appearance of a conflict, between the private interests and official responsibilities of a person in a position of trust.

Interest means a direct or indirect financial or material benefit accruing to a Library trustee or employee as the result of a contract with the Library which such officer or employee serves. Persons in a position of trust include staff members, officers, and board members of BCPL.

Staff Member means a person who receives all or part of her/his income from the payroll of BCPL.

Board (Member) (also BoT) means the Board of Trustees.

Patron means a user of any of BCPL's physical and/or digital services, resources, and programs.

Supporter means corporations, foundations, individuals, 501c3 nonprofits, and other nonprofit organizations who contribute to BCPL.

Volunteer means a person -- other than a board member -- who does not receive compensation for services and expertise provided to BCPL.

Officer means the Library Director, Deputy Director, and the Executive Administrative Assistant of the BCPL.

Policy and Practices

1. Full disclosure, by notice in writing, shall be made by the interested parties to the full Board of Trustees (BoT) in all conflicts of interest, including but not limited to the following:
 - A Board Member is related to another board member or staff member by blood, marriage or domestic partnership;
 - A staff member in a supervisory capacity is related to another staff member who s/he supervises;
 - A Board member or his/her organization accrues a direct or indirect monetary or material benefit from a BCPL transaction or staff member of such organization receives payment from BCPL for any subcontract, goods, or services other than as part of her/his regular job responsibilities or as reimbursement for reasonable expenses incurred as provided in the bylaws and board policy;
 - A Board member's organization receives grant funding from BCPL;
 - A Board or staff member is a member of the governing body of a contributor to BCPL;
 - A volunteer working on behalf of BCPL who meets any of the situations or criteria listed above.
2. Following full disclosure of a possible conflict of interest or any condition listed above, the BoT shall determine whether a conflict of interest exists via majority vote. If determined that a conflict of interest is present, the Board shall vote to authorize or reject the transaction or take any other action deemed necessary to address the conflict and protect BCPL's best interests. Both votes shall be by a majority vote without counting the vote of any interested parties, even if the remaining BoT members are less than a quorum as long as at least one BoT member is not considered an interested party.
3. No Board member shall serve as an employee of the BCPL.
4. An interested Board member, officer, or staff member shall not participate in any discussion or debate of the BoT, or of any committee or subcommittee thereof, in which the subject of discussion is a contract, transaction, or situation in which there may be a perceived or actual conflict of interest. However, they may be present to provide clarifying information in such a discussion or debate unless objected to by any present Board member.
5. Anyone in a position to make decisions about spending BCPL's resources (i.e., transactions such as purchase contracts) – which may result in a conflict of interest has a duty to disclose that conflict as soon as it arises (or becomes apparent); s/he should abstain in any final decisions.
6. A copy of this policy shall be given to all Board members, staff members, or other key stakeholders upon commencement of such person's relationship with BCPL or at the official adoption of stated policy. Staff members shall sign and date the policy at the beginning of their employment and it shall be kept in their HR file. Each Board member and officer shall sign and date the policy at the beginning of her/his term of service and each year thereafter.
7. This policy and disclosure form must be signed and filed annually by all BoT members and Library Administrative staff.

Blount County Public Library Conflict of Interest Disclosure Form

This form must be filed annually by all specified parties, as identified in the Blount County Public Library's Conflict of Interest Policy Statement (approved by the Blount County Public Library's Board of Trustees on August 15, 2023).

_____ I have no conflict of interest to report.

_____ I have the following conflict of interest to report (please specify):

The undersigned, by their affixed signature, note their understanding of the implications of this policy.

Signature _____

Printed Name _____

Date _____

Blount County does not discriminate based on race, color or national origin in federal or state sponsored programs, pursuant to Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d).