
Conflict of Interest Policy

Application

This policy applies to members of the Board of Trustees of the Kutztown Community Library KCL). All employees and members of the Board of Trustees are expected to use good judgment, to adhere to high ethical standards, and to act in such a manner as to avoid any actual or potential conflict of interest. A conflict of interest occurs when the personal, professional, or business interests of an employee or Board member conflict with the interests of the organization. Both the fact and the appearance of a conflict of interest should be avoided.

Conflict of Interest

No member of the Board who is affiliated (as defined below) with any vendor of goods or services to the KCL shall participate in the consideration or administration of any contract or agreement with that vendor. Members of the Board who are affiliated (as defined below) with a person employed by KCL shall not serve on the Personnel Committee of the Board. The member shall, upon request, leave any meeting for the period of time the Board is discussing any arrangement with which he/she has an affiliation.

Affiliation Defined

A person shall be considered affiliated with an entity if the person:

1. serves as a member of a governing body of the entity,
2. serves as an officer or employee of the entity,
3. has a material economic relationship with the entity, or
4. if the person's immediate family or domestic partner holds such a position or has such a relationship. Immediate family is defined as one's spouse, parent, child, stepchild, sibling, grandparent, grandchild, in-law or legal guardian.

Disclosure

A Board member shall advise the President of any affiliation with any existing or proposed vendor in response to an annual questionnaire and at any other time the Board member becomes aware of an affiliation that has not previously been disclosed.

In addition, a Board member shall advise the President if the member is related by blood, marriage or adoption to any other Board member, or to any officer or employee of KCL or to any officer, agent or employee of any supplier or vendor providing goods or services to KCL.

The Board member shall provide the name as well as the business and residence addresses of any such related parties.

If a Board member is unsure whether an affiliation exists, he or she shall disclose the relevant facts to the President or to the Board and shall abide by the decision of the President or the Board as to the existence or non-existence of an affiliation.

Approved: 1/14/2021

Amended: 8/10/2023

Conflict of Interest Annual Survey

I, _____ a member of the Kutztown Community Library Board of Trustees, have received and read a copy of the Conflict of Interest Policy. I agree to comply with the policy and declare the following affiliations and relationships with potential for conflict of interest, as defined in the Kutztown Community Library's Conflict of Interest policy:

None

1. Name: _____

Business: _____

Address: _____

City/St/Zip: _____

Affiliation: _____

2. Name: _____

Business: _____

Address: _____

City/St/Zip: _____

Affiliation: _____

3. Name: _____

Business: _____

Address: _____

City/St/Zip: _____

Affiliation: _____

Signature: _____ Date: _____