

## CONFLICT OF INTEREST

The purpose of this policy is to prevent the personal interest of board members, staff, or volunteers from resulting in personal financial, professional, or political gain on the part of such persons at the expense of the Bethlehem Area Public Library or interfering with the performance of their duties to the Library.

### Definitions:

*Conflict of Interest* – a conflict or the appearance of a conflict, between the private interests and official responsibilities of a person in a position of trust. Persons in a position of trust include members of the Library Board Trustees and staff members.

*Library* – the Bethlehem Area Public Library

*Board Member or Trustee* – a member of the Bethlehem Area Public Library Board of Trustees

*Staff Member* – a person who receives all or part of his or her income from the payroll of the Library

*Volunteer*—a person other than a board member who does not receive compensation for services and expertise provided to the Library and who retains a significant independent decision-making authority to commit resources of the organization.

### Areas Where Conflicts May Arise:

Conflicts of interest may arise in the relations of Trustees, volunteers, or staff members with any of the following third parties.

- Family members, friends, and other employees
- Persons or firms supplying goods and services to the Library or from whom the Library leases property or equipment
- Persons or firms from whom the Library is dealing or planning to deal in connection with the gift, purchase or sale of real estate, securities, or other property.
- Competing or affinity organizations
- Donors and others supporting the Library
- Agencies, organizations, and associations which affect the operations of the Library
- Any other area where a relationship may give the appearance of a conflict of interest.

The fact that one of the interests described above exists does not necessarily mean that a conflict exists, or that the conflict, if it exists, is material enough to be of practical importance, or if material, that upon full disclosure of all relevant facts and circumstances it is necessarily adverse to the interests of the Library.

It is, however, the policy of the Board that the existence of any of the interests described above shall be disclosed before any transaction is consummated. It shall be the continuing responsibility of the Board and staff members to scrutinize their transactions and outside business interests and relationships for potential conflicts and to immediately make such disclosures.

### Disclosure Procedure:

Transactions with parties with whom a conflicting interest exists may be undertaken only if all of the following are observed:

- The conflicting interest is fully disclosed
- The person with the conflict of interest is excluded from the discussion and approval of such transactions
- A competitive bid or comparable valuation exists
- The board has determined that the transaction is in the best interest of the organization.

Disclosures from staff members should be made to the Library Director, or if he or she is the one with the conflict, then to the Board President who will bring the matter to the attention of the Board. Disclosure involving Board Trustees should be made to the Board President, or if he or she is the one with the conflict, to the Board Vice-President, who will bring the matter to the Board.

The Board will determine whether a conflict exists and, in the case of an existing conflict, whether the contemplated transaction may be authorized as just, fair, and reasonable to the Bethlehem Area Public Library. The decision of the Board on these matters will rest in their sole discretion and their concern must be the welfare of the Bethlehem Area Public Library and the advancement of its purpose.