

## BETHEL PARK PUBLIC LIBRARY

**POLICY NUMBER: 105**

**TITLE:** Conflict of Interest, Library Board of Trustees

**DATE ISSUED:** June 2009

**PURPOSE:** To ensure that the financial interests of the members of the Library Board of Trustees (“Trustee”) do not conflict with the public trust.

### **STATEMENT OF POLICY:**

1. A conflict of interest is defined as the use by a Trustee of the authority of his or her office or any confidential information received through his or her position as a Trustee for the financial benefit of him/herself, a member of his/her immediate family, or a business with which he/she or member of his/her immediate family is associated. *[reference: PA Cons. St. 65, sec. 1102]*
2. A Trustee shall not engage in conduct that constitutes a conflict of interest as outlined above.
3. A Trustee shall not participate, directly or indirectly, in the making of any contract on behalf of the Library for goods or services in which he/she is financially interested either as an employer, partner or principal. Nor shall a Trustee participate in any decision or recommendation involving the Library where such persons have a direct or indirect financial interest.
4. Any Trustee aware of a personal conflict of interest regarding a matter coming before the Board shall bring this to the attention of the Board, shall not vote on the matter and shall excuse him/herself from any discussion regarding the matter by leaving the room, and shall not be counted in determining the quorum if that has not already been established for the meeting. These points shall be recorded in the Minutes of such meetings. *[reference: American Library Association policy manual]*
5. A Trustee shall not hire or vote for the hiring of any person related by blood or marriage as an employee of the Library when the compensation of such employee is to be paid from public funds.
6. A Trustee shall file a Statement of Financial Interests with the Commonwealth of Pennsylvania for each year of service.
7. Any conflict of interest brought to the attention of the Board shall be dealt with by the Board in accordance with this policy and applicable law.

**Conflict of Interest Policy  
Annual Affirmation Statement  
(Board of Directors)**

I have received and carefully read the Conflict of Interest Policy for board members of the Bethel Park Public Library (BPPL) and have considered not only the literal expression of the policy, but also its intent. By signing this affirmation of compliance, I hereby affirm that I understand and agree to comply with the Conflict of Interest Policy.

Except as otherwise indicated below, I hereby state that I do not, to the best of my knowledge, have any conflict of interest that may be seen as competing with the interest of BPPL, nor does any relative or business associate have such an actual or potential conflict of interest.

If any situation should rise in the future which I think may involve me in a conflict of interest, I will promptly and fully disclose the circumstances to the president of the Board of Trustee of the Bethel Park Public Library.

I further certify that the information as listed below is true and correct to the best of my knowledge, information and belief.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

My principal occupation, title, and place of business is as follows:

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These are possible conflicts which I wish to disclose: