

CONFLICT OF INTEREST POLICY

Financial Policies of the
Blount County Public Library

Introduction

The purpose of the following policy and procedures is to: a) prevent the personal interest of staff members and board members from interfering with the performance of their duties to Blount County Public Library, and/or b) result in personal financial, professional, or political gain on the part of such persons at the expense of Blount County Public Library 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 pecuniary 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 Blount County Public Library.

Staff Member means a person who receives all or part of her/his income from the payroll of Blount County Public Library.

Board (Member) means the Board of Trustees.

Patron means a user of any of the Blount County Public Library physical and/or digital services, resources, and programs.

Supporter means corporations, foundations, individuals, 501c3 nonprofits, and other nonprofit organizations who contribute to Blount County Public Library.

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

Officer Officer means the Library Director, Deputy Director, and the Executive Administrative Assistant of the Blount County Public Library.

Policy and Practices

1. Full disclosure, by notice in writing, shall be made by the interested parties to the full Board of Trustees in all conflicts of interest, including but not limited to the following:
 - A board trustee 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 whom s/he supervises;

- A board member or his/her organization accrues a direct or indirect pecuniary or material benefit from a Blount County Public Library transaction or staff member of such organization receives payment from Blount County Public Library 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 Blount County Public Library;
 - A board member or staff member is a member of the governing body of a contributor to Blount County Public Library;
 - A volunteer working on behalf of Blount County Public Library 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 Board of Trustees shall determine whether a conflict of interest exists and, if so, the Board shall vote to authorize or reject the transaction or take any other action deemed necessary to address the conflict and protect Blount County Public Library's best interests. Both votes shall be by a majority vote without counting the vote of any interested director, even if the disinterested directors are less than a quorum provided that at least one consenting director is disinterested.
 3. No Board Trustee shall serve as an employee of the Blount County Public Library.
 4. An interested Board member, officer, or staff member shall not participate in any discussion or debate of the Board of Trustees, 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 or committee member.
 5. Anyone in a position to make decisions about spending Blount County Public Library's resources (i.e., transactions such as purchases 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 Blount County Public Library 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 board of trustees members and library administrative staff.

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Blount County Public Library
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 21, 2012).

_____ 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 _____

Conflict of Interest Policy
Consisting of three (3) pages

Adopted _____ 8/21/2012 _____

Amended _____ 8/17/2021 _____

Signed _____

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).