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## **POLICY**

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### **CONFLICT OF INTEREST/ NEPOTISM POLICY**

**Effective January 1, 2007**

**Reviewed June 2024**

#### **Application**

This policy applies to members of the Board of Directors of the Mifflin Community Library.

#### **Conflict of Interest**

No member of the Board who is affiliated (as defined below) with any vendor of goods or services to the Mifflin Community Library shall participate in the consideration or administration of any contract or agreement with that vendor. 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

- a) serves as a member of a governing body of the entity,
- b) serves as an officer or employee of the entity,
- c) has a material economic relationship with the entity, or
- d) if the person's spouse, parent, sibling, child or member of the immediate household holds such a position or has such a relationship.

A person shall be considered affiliated with an individual if the individual is a spouse, parent, sibling, child, or member of the immediate household of the person or has a material economic relationship with that person.

#### **Disclosure**

If a member of the Board 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.

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

In addition, a member of the Board shall advise the President in response to an annual questionnaire and at any other time when the person becomes aware of a relationship which has not previously been disclosed, if the person is related by blood, marriage or adoption to any other member of the Board of Trustees, or to any Officer, or employee of Mifflin Community Library or to any officer, agent or employee of any supplier or vendor providing goods or services to Mifflin Community Library and the names and business and residence addresses of any such related party.

#### **Nepotism**

To minimize possible charges of favoritism and improper management, no person shall be hired by the Library in a position where the person will supervise or be supervised by a member of the person's immediate family, or somebody with whom they have established a romantic relationship. This prohibition applies to supervision at any level, whether immediate or through subordinate supervisors, and applies to any situation where control or direction of the relative's work covered causes a conflict of interest. Members of the Board of Trustees who have an immediate family member or romantic partner

employed by the Library shall not serve on the Personnel Committee of the Board. Immediate family is defined as one's spouse, parent, child, stepchild, sibling, grandparent, grandchild, in-law or legal guardian.

Employees who become immediate family members or establish a romantic relationship may continue employment as long as it does not involve any of the above conditions. If any of the conditions outlined should occur, the Library will attempt to rearrange supervisory responsibilities so as to remove any potential conflict. If such an arrangement cannot be reached, the employees involved will be given the opportunity to resolve the conflict through resignation. If the employees cannot make a decision, the Library will decide at its sole discretion who will remain employed.

If business involving a family member or romantic partner of a member of the Board of Trustees comes before the board, that Board member should not take part in discussions, and should recuse themselves from any decisions made by the Board regarding that family member or romantic partner.

ANNUAL CONFLICT OF INTEREST/NEPOTISM QUESTIONNAIRE  
MIFFLIN COMMUNITY LIBRARY

I, \_\_\_\_\_ a member of the Mifflin Community Library Board of Directors or Staff, declare the following affiliations and relationships with potential for conflict of interest or nepotism, as defined in the Mifflin Community Library's Conflict of Interest/Nepotism 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