

DANIEL BOONE REGIONAL LIBRARY

SUBJECT: Code of Ethics, Public Disclosure

ADMIN 2-617

BOARD

SECTION: 600 – Library Administration

Approved: 09/12/96
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POLICY

The proper and ethical operation of the Daniel Boone Regional Library system (System) requires that officials and employees be independent, impartial and responsible to the people; that decisions and public policy be made through the proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of the System's operation. In recognition of these goals, a policy is hereby established for disclosure by certain officials and employees of private financial or other interests in matters affecting the System.

Conflicts of Interest

Members of the Board of Trustees having a substantial personal or private interest, as defined by state law, in any policy or decision made by the Board shall disclose to the recording secretary of the Board of Trustees, for inclusion in the Board minutes, the nature of the member's interest and shall be disqualified from voting on any matters relating to this interest. Also, all members of the Board of Trustees, the Executive Director, the Chief Financial Officer and all other employees must comply with Section 105.454 of the Revised Missouri Statutes on conflicts of interest as well as any other state law governing official conduct.

Disclosure Reports

- A. Each Trustee, the Executive Director and Chief Financial Officer (CFO) shall disclose in writing by May 1 for the previous calendar year the following information:
1. Each transaction in excess of five hundred dollars (\$500) during the calendar year between the System and such person, including any persons related within the first degree by consanguinity or affinity to such person, excluding compensation received as an employee, payment of any fine, tax, fee, or penalty

due the System, expenses reimbursed in accordance with library policy or charitable gifts to the library or its Foundation. This shall include the dates and identities of the parties in the transactions.

2. Each transaction in excess of five hundred dollars (\$500) during the calendar year between the System and any business entity in which such individual has a substantial interest, excluding any payment of tax, fee or penalty due to the System. This shall include the dates and identities of the parties in the transactions.

B. The Executive Director and CFO also shall disclose in writing by May 1 for the previous calendar year the following information:

1. The name and address of each of the employers of such person from whom income of one thousand dollars (\$1,000) or more was received during the year covered by the statement, but it shall not be necessary to report any salary or compensation received as a library employee; payment of payroll taxes associated with such salary or compensation; or expenses reimbursed in accordance with library policy.
2. The name and address of each sole proprietorship that such person owned; the name, address and the general nature of the business conducted of each general partnership and joint venture in which the individual was a partner or participant; the name and address of each partner or co-participant for each partnership or joint venture unless such names and addresses are filed by the partnership or joint venture with the Secretary of State; the name, address and general nature of the business conducted of any closely held corporation or limited partnership in which the person owned ten percent (10%) or more of any class of the outstanding stock or limited partnership units; and the name of any publicly traded corporation or limited partnership that is listed on a regulated stock exchange or automated quotation system in which the person owned two percent (2%) or more of any class of outstanding stock, limited partnership units or other equity interests.
3. The name and address of each corporation for which such person served in the capacity of a director, officer or receiver.

Filing of Policy and Reports

The recording secretary of the Board of Trustees shall file a certified copy of this policy, adopted prior to September 15, within ten (10) days of adoption with the Missouri Ethics Commission.

Disclosure reports due shall be filed no later than May 1 with the Missouri Ethics Commission and the System and shall cover the preceding calendar year. Such reports will be made available at the System's administrative office for public inspection and copying during normal business hours. Reports shall be retained by the System for five (5) years.

Report forms developed by the state ethics commission shall be used for reporting activities.

A newly hired Executive Director or CFO shall file the statement within thirty (30) days of such appointment or employment.

Officials and Trustees may supplement their financial interest statement to report additional interests acquired after December 31 of the covered year and prior to the date of filing of the financial interest statement.

Definitions

First degree of consanguinity or affinity includes father, mother, spouse, son or daughter.

Substantial interest is ownership by the individual, his or her spouse, or dependent children, either singularly or collectively, of ten percent (10%) or more of any business entity or an interest having a value of ten thousand dollars (\$10,000) or more, or the receipt of a salary, gratuity or other compensation of five thousand dollars (\$5,000) or more from any individual, partnership, organization, or association within any calendar year.

Force and Effect

This policy shall be in full force and effect from and after the date of its passage and approval and shall remain in effect until amended or repealed by the Board of Trustees.