

APPALACHIAN REGIONAL LIBRARY
Conflict of Interest Policy
Revised 9-17-2020

The purpose of this policy is to ensure that the financial interests of the local and regional library board members and the staff of the Appalachian Regional Library do not conflict with the public trust. For the purposes of this policy, the definition of “conflict of interest” is: the use by a board member or library staff of his or her position, or any confidential information received through his or her position, for the monetary benefit of himself or herself, a member of his or her immediate family, or a business with which he or she or a member of his or her immediate family is associated.

1. All Local and Regional Board Members and all employees shall avoid conflicts of interest and the appearance of impropriety with respect to local or regional library business.
2. No Local or Regional Board member of the Appalachian Regional Library shall derive any monetary profit or gain, directly or indirectly, by reason of his or her participation on the Board.
3. Other than compensation, no employee shall derive any monetary profit or gain, directly or indirectly, by reason of his or her employment by the Appalachian Regional Library except through activities that may facilitate professional advancement or contribute to the profession such as publications and professional service and that have been fully disclosed to the Board.
4. Any Board member aware of a conflict of interest on the part of him or herself or of another Board member regarding a matter coming before the Board shall bring this to the attention of the Board. The Board member with the conflict of interest shall not vote on the matter, shall not attempt to influence the vote of others, and shall excuse him/herself from any discussion regarding the matter by leaving the room. The minutes of this meeting shall record all disclosures, abstentions, and the rationale for requiring or not requiring the abstention.
5. All hiring decisions shall be made on the basis of due process, equality of opportunity, and merit of the job candidate. Relatives or friends of employees or members of the Local and Regional boards of the Appalachian Regional Library shall not be given preferential treatment.
6. Purchasing decisions shall be made on the basis of a bidding process, proposals submitted in response to an RFP, or apparent or demonstrated value to the library. Preference shall not be extended to any vendor or service provider as a result of a relationship with Library employees, library management, or members of the Boards.

7. Library employees and members of the Boards shall refrain from transmitting any knowledge of library business or any other confidential information gained in the course of discharging their responsibilities.
8. It shall be the duty of all employees and members of the Boards of the Appalachian Regional Library to recognize and report to the library director any and all part-time employment opportunities or formal intent in any outside undertaking that may be considered a conflict of interest in their employment with or service to Appalachian Regional Library.
9. To preserve and uphold the library's reputation as an organization of unimpeachable integrity, each Board member and employee will sign a "Conflict of Interest" statement and an "Ethics Statement" at the beginning of each calendar year (or at the commencement of service or employment) during their tenure with the library.