



3612 Kutztown Rd  
Reading PA 19605

## **Conflict of Interest Policy**

### **Purpose:**

The Board of Trustees of the Muhlenberg Community Library has consistently followed a policy of avoiding a conflict of interest or the appearance of conflict of interest on the part of the members of the Board. As a non-profit entity and the receiver of public funding, officers and employees must avoid any action or relationship that conflicts or appears to conflict with this principle and with the interests of the Muhlenberg Community Library.

**Therefore**, the Board of Trustees of the Muhlenberg Community Library adopts the following policy:

### **Board of Trustees**

No member of the Board who is affiliated with any vendor of goods or services to the Muhlenberg Community Library shall participate in the consideration or administration of any contract with such vendor or recipient. Such member shall, upon request, leave any meeting for the period of time the Board is discussing any arrangement with the organization that he/she has an affiliation.

A person shall be deemed to be 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 as position or has such a relationship

When 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.

### **Political Activities**

No officer or employee of the Muhlenberg Community Library acting on its behalf may contribute or loan money or items of value to any political candidates or parties. This prohibition includes the use of library facilities, equipment, supplies, personnel or name in order to avoid any impression of sponsorship or endorsement of a political candidate or party by the Muhlenberg Community Library.

### **Recommendations to Patrons**

During the routine course of service to the patrons of the Muhlenberg Community Library, officers and employees are to avoid specific recommendations of businesses and services, including tutoring services or educational services. Patrons are to be directed to lists of such agencies in phone directories or other directories.

### **Kickbacks**

Kickbacks are improper payments to any party for the referral of business and are strictly prohibited.

---

Adopted by Board of Trustees 11/13/06  
Reviewed by Board of Trustees 11/09/20  
Reviewed by Board of Trustees 11/13/23