

Code of Ethics & Public Disclosure

Section 1: Declaration of Policy

The proper and ethical operation of the Cape Girardeau Public Library requires that officials and employees be independent, impartial and responsible to the people; that decisions and public policy be made in 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 Library's operation. In recognition of these goals, there is hereby established a policy for disclosure by certain officials and employees of private financial or other interests in matters affecting the Library.

Section 2: 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 within the Board minutes the nature of the member's interest and shall be disqualified from voting on any matters relating to this interest.

Section 3: Disclosure Reports

The following information shall be included as a public record of the Library:

Each transaction in excess of five hundred dollars (\$500) during the calendar year between a Trustee or Library Director, including any persons related within the first degree by consanguinity or affinity to such persons, and the Library, excluding compensation received as any employee, or payment of any fine, tax, fee or penalty due the Library, and other than transfers for no consideration to the Library. This shall include the dates and identities of the parties to the transactions.

Each transaction in excess of five hundred dollars (\$500) during the calendar year between any business entity in which such individuals have a substantial interest and the Library excluding any payment of tax, fee or penalty due to the Library or payment for providing utility service to the Library, and other than transfers for no consideration to the Library. This shall include the dates and identities of the parties in the transactions.

The Library Director also shall disclose 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.*
- 2. The name and address of each sole proprietorship that is 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 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 or more of any class of outstanding stock, limited partnership units or other equity interest.*

3. *The name and address of each corporation for which such person served in the capacity of a director, officer, or receiver.*

Section 4: Filing of Reports

The report form provided by the Missouri Ethics Commission shall be filed annually by the Library Director as a representative of the Board of Trustees, Cape Girardeau Public Library.

Such reports will be made available at the office of the Library for public inspection and copying during normal business hours. The Library shall retain reports for five years.

Section 5: Definitions

First degree of consanguinity or affinity includes father, mother, spouse, son or daughter by virtue of a blood relationship or marriage.

Substantial interest is ownership by the individual, his or her spouse, or dependent children, either singularly or collectively of ten percent 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.

Section 6. 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, Cape Girardeau Public Library.

Adopted June 7, 2018; Reviewed May 5, 2022. Reviewed June 6, 2023.