Code of Ethics, Public Disclosure

Section 1. Declaration of Policy.

The proper and ethical operation of the St. Charles City-County Library District (the “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 and in compliance with the provisions of Section 105.485.4, RSMo., the Board of Trustees of the Library District hereby adopts the following policy.

Section 2. Conflicts of Interest.

To avoid possible conflicts of interest:

All members of the Board of Trustees (“Trustee(s)”) will comply with Section 182.291, RSMo., relating to city-county library boards and with Sections 182.050, 105.452, 105.454, and 105.458, RSMo., relating to conflicts of interest for public officers and employees, as well as any other State law governing official conduct.

Any Trustee of the Library District having a “substantial personal or private interest,” as defined by State law, in any policy, measure, purchase, or decision proposed, pending before, or made by the Board of Trustees shall disclose the nature of that interest to those Trustees present at the meeting at which the proposal or decision is made and such disclosure shall be recorded in the minutes of the Board of Trustees. Any Trustee having a “substantial personal or private interest” shall be disqualified from voting on any matters relating to that interest.

Trustees must distinguish clearly, in their actions and statements, between their personal philosophies and attitudes and those of the institution’s, acknowledging the formal positions of the board even if they personally disagree.

Section 3. Disclosure Reports.

Any Trustee, the Director & CEO, Deputy Director & CCEO, Chief Financial Officer (CFO), Director of Development, and Purchasing and Building Projects Manager, shall annually disclose the following information by May 1 in reports filed with the Missouri Ethics Commission, if any such transactions occurred in the previous calendar year:

(a) Each transaction in excess of five hundred dollars ($500) during the calendar year between the Trustee, Director & CEO, Deputy Director & CCEO, Chief Financial Officer (CFO), Director of Development, or Purchasing and Building Projects Manager including any persons related within the first degree by consanguinity or affinity to such persons, and the Library, excluding compensation received as an employee, or payment of any fine, tax, fee, or penalty due the Library. This report shall include the dates and identities of the parties to the transactions.

(b) Each transaction in excess of five hundred dollars ($500) during the calendar year between any business entity in which the above-referenced individuals, or any persons related within the first degree by consanguinity or affinity to such persons, 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. This report shall include the dates and identities of the parties in the transactions.

The Director & CEO, Deputy Director & CCEO, Chief Financial Officer (CFO), Director of Development, and Purchasing and Building Projects Manager also shall annually disclose, in writing by May 1 in reports...
filed with the Missouri Ethics Commission for the previous calendar year, the following information for themselves, their spouses and dependent children:

(a) 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, whether individually or collectively, during the year covered by the statement.

(b) 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(s), individually or collectively, 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(s), individually or collectively, owned two percent (2%) or more of any class of outstanding stock, limited partnership units or other equity interests.

(c) 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 Certified Copy of this Policy and Annual Reports.**

The recording secretary of the Board shall file a certified copy of this policy within ten days of adoption with the Missouri Ethics Commission.

The annual disclosure reports required herein shall be filed with the Missouri Ethics Commission no later than May 1 of each year and shall cover the preceding calendar year.

Copies of all such reports shall be filed at the Library’s administrative offices no later than May 1. All such reports shall also be made available at the Library’s administrative offices for public inspection and copying during normal business hours. Reports shall be retained by the Library for five years.

Newly appointed Trustees and any newly employed Director & CEO, Deputy Director & CCEO, Chief Financial Officer (CFO), Director of Development, or Purchasing and Building Projects Manager, shall file the statement for the previous calendar year within thirty days of such appointment or employment.

**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 personal or private interest” is ownership by the individual, his or her spouse, or dependent children, either singularly or collectively, directly or indirectly, of: (i) ten percent (10%) or more of any business entity; or (ii) an interest having a value of ten thousand dollars ($10,000) or more; or (iii) the receipt of a salary, gratuity, or other compensation or remuneration 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.

(Reviewed and Readopted 8/13/2019)