

**ST. JOSEPH PUBLIC LIBRARY
BOARD OF TRUSTEES
CODE OF ETHICS**

The Board of Trustees of the St. Joseph Public Library hereby adopts a resolution to make public the disclosure of potential trustee and employee conflicts of interest to include the following information:

1. Each transaction in excess of five hundred dollars (\$500) during the calendar year between a trustee, chief administrative officer, chief purchasing officer, or general counsel employed full time, including any persons related within the first degree by consanguinity or affinity* to such persons, and the St. Joseph Public Library, excluding compensation received as an employee or payment of any tax, fee or penalty due to the St. Joseph Public Library. This shall include the dates and identities of the parties to the transaction.
2. 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 St. Joseph Public Library, excluding any payment of tax, fee or penalty due to the St. Joseph Public Library or payment for providing utility service to the St. Joseph Public Library. This shall include the dates and identities of the parties in the transactions.

The director of the St. Joseph Public Library is considered to be both the chief administrative officer and the chief purchasing officer. As such the director will also disclose in writing the following information for himself or herself, his or her spouse and dependent children:

1. The name and address of each employer from whom income of one thousand dollars (\$1,000) or more, whether singularly or collectively, was received.
2. The name and address of each sole proprietorship which such individual owned; the name, address and general nature of the business conducted by each general partnership or joint venture in which he or she was a partner or participant; the name and address of each partner or coparticipant in the partnership or joint venture unless the information is already filed with the Secretary of State; the name, address and general nature of the business of any closely-held corporation or limited partnership in which such individuals, whether singularly or collectively, owned 10% or more of any class of outstanding stock or limited partners' units; and the name of any publicly traded corporation or limited partnership which is listed on a regulated stock exchange or automated quotation system which such individuals, whether singularly or collectively, owned 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 an individual served in the capacity of director, officer or receiver.

A certified copy of this resolution shall be sent to the Missouri Ethics Commission within ten days of its adoption.

The disclosure reports required herein shall be filed no later than May 1 with the Missouri Ethics Commission and the administrative offices of the St. Joseph Public Library and shall cover the preceding calendar year. Such reports will be made available for public inspection and copying during normal business hours.

This policy and resolution shall stand adopted by the Board of Trustees of the St. Joseph Public Library biennially unless repealed or modified.

- * The "first degree of consanguinity or affinity" includes your 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.

Adopted by the Board of Trustees of the St. Joseph Public Library this 21st day of August, 2018.

Ingrid Woodbury, President

STATE OF: Missouri

COUNTY OF: Clinton

On this _____ day of August, 2018 personally appeared Ingrid Woodbury, President of the St. Joseph Public Library Board of Trustees.

Bethany A. Barton
My commission expires 11/2/20