

BOARD OF TRUSTEES

DRAFT Minutes – February 13, 2025

CALL TO ORDER - 5:33pm

Members Present: Jeffri Boisvert, Al Buyck, Olivia Shimkus, Sarah Glose, Vikki Collazo, Tom Jahn, Kelly Sullivan, Katie Bowers, Charmian Foster

Not Present: Jillian Sandy, Emily Jones

Also Present: Josias Bartram, Sherry Kowalski, Alex Fisher

GUESTS

- None

AMENDMENTS TO THE AGENDA

- None

PUBLIC COMMENTS

- None

MINUTES: January 9, 2025

- No amendments
- **Motion to accept the minutes: Vikki Collazo, Second Jeffri Boisvert. Passes unanimously.**

APPOINTMENTS

- Ashleigh Beblavy – Library Clerk
- **Motion to accept the appointment: Charmian Foster, Second Jeffri Boisvert. Passes unanimously.**

RESIGNATIONS

- La-Quiene Williams – Custodial Worker
- **Motion to accept the resignation: Sarah Glose, Second Vikki Collazo. Passes unanimously.**

NEW BUSINESS

- Contracts
 - Overview of maintenance contracts
 - BC gov relies very heavily on maintenance contracts. We are encouraged to use contracts for equipment repairs, maintenance, etc.
 - Image Integrator – microfilm reader maintenance
 - Long-standing renewal. Two invoices per contract, and there are two contracts.
 - Discussion held about the need for investing in service for digitizing the microfilms. Our microfilm collection at this point is mostly local publications of record and historical documents.

- Where would this be hosted if it was digitized? We don't currently have a dedicated space, so this would have to be part of the discussion.
 - The historical society is currently using PastPerfect
 - **Motion to accept the contract: Sarah Glose, Second Charmian Foster. Passes unanimously.**
- PCC contract – Decker Room AV
 - Long-standing renewal, but first time it's been a 3 year contract. \$3K for 3 years, which is a deal after we have been paying ~\$2.8K for one year.
- **Motion to accept the contracts: Tom Jahn, Second Vikki Collazo. Passes unanimously.**
- Emergency Closing Policy ❄️❄️❄️
 - Taking action to address the situation a couple weeks ago when there was serious snowfall on a Saturday and roads were not safe, but an automatic closure was not triggered by BCSD closure.
 - Gives authority to Saturday manager to declare a two hour delay. During this time, the manager will have time to contact senior library staff, who will make the final call on whether or not to close.
 - **Motion to accept the Emergency Closing Policy update: Al Buyck, Second Jeffri Boisvert. Passes unanimously.**
- Open Meeting Law
 - Based on recent training attended by Jeffri.
 - We will need to update our procedure for posting minutes.
 - Minutes need to be posted two weeks prior to the next board meeting. We will do this as "Draft Minutes" and also post any changes if they are made in the subsequent board meeting.
 - The training said *all* board meetings, including non-quorum committee meetings, must be in person, advertised 72 hours in advance in the newspaper, open and accessible to the public.
 - Alex will confirm the county's interpretation of the open meetings law. Prior interpretation is that non-quorum committee meetings were allowable on Zoom.
 - Relevant language:

§102. Definitions.

As used in this article:

1. "Meeting" means the official convening of a public body for the purpose of conducting public business, including the use of videoconferencing for attendance and participation by the members of the public body.

2. "Public body" means any entity, for which a quorum is required in order to conduct public business and which consists of two or more members, performing a governmental function for the state or for an agency or department thereof, or for a public corporation as defined in section sixty-six of the general construction law, or committee or subcommittee or other similar body consisting of members of such public body or an entity created or appointed to perform a necessary function in the decision-making process for which a quorum is required in order to conduct public business and which consists of two or more members. A necessary function in the decision-making process shall not include the provision of recommendations or guidance which is purely advisory and which does not require further action by the state or agency or department thereof or public corporation as defined in section sixty-six of the general construction law.

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OLD BUSINESS

- Committees
 - Vikki Collazo requests the list be corrected to include the correct spelling of her

- name.
 - **Motion to accept the Committee assignments list with spelling corrections: Al Buyck, Second Vikki Collazo. Passes unanimously.**
- Emergency Services MOU
 - Maintaining current discussions
- Security
 - Upgrade proposal
 - Getting new motion detectors to fully cover all areas of the library.
 - Adding additional panic buttons throughout the library.
 - Upgrading the entire security monitoring system, including ability to monitor cameras via cellphone and new monitoring panel near shipping and receiving
 - Last person (usually officer or custodian) out of the building will manually arm the alarm.
 - Expenses are easily covered by left over funding for the front door updates, which were more inexpensive than initially budgeted.
 - Other updates
 - Josias and Sherry's cell phone numbers are being officially added as emergency numbers to be notified in the event of security breaches at the library.
 - Met with B.C. Security to understand what determines officer placement at the library and other areas of the county. Appreciated the information and were also given a new avenue for giving feedback on officers.
 - **Motion to accept the security upgrades: Vikki Collazo, Second: Charmian Foster. Passes unanimously.**
- Renovation/Projects update
 - Flooring for eating area
 - New tiles will be put in and they will be orange and aqua. This is divisive but it will be beautiful! 🧑‍🔧 🌐
 - **Motion to accept the flooring: Jeffri Boisvert, Second: Kelly Sullivan. Passes unanimously.**
 - Renovations
 - Proposal for the state library aide. The cost is reasonable. The rates are set by contract and are pretty standard in the industry.
 - **Motion to accept the proposal for renovations: Jeffri Boisvert, Second: Sarah Glose. Passes unanimously.**
- Updated Board docs
 - BCPL Trustees – 2025
 - Added all committee assignments.
 - 2025 Organizational Chart
 - Better indicates full organizational structure. Highlights positions added since 2020.

REPORTS

- 2024 financials – final
- January Financials
 - Changed to 2025 format.
 - Benefits are not listed with salaries, but are totally together at the end.
 - Will be another table for grants and projects, which will include revenue and expenses.
- Director's Report
 - Assistant Director report provided this month.
 - Staffing: will be looking for a PT librarian, admin assistant, two custodians, and two staff upgrades for existing staff.
 - Many staff have been out this month due to illness, on top of existing staff with medical leave.
- Staff Reports
 - No staff reports this month.
- Committee Reports
 - Executive Committee
 - Strategic Planning Committee
 - Finance Committee
 - Reviewed January Budget
 - Nominating Committee
 - Personnel Committee
 - Marketing Committee
 - Let Sarah know if you are looking for community members
 - DEI Committee
 - Policy Committee
 - Priority assignments have been doled out
 - Ad hoc Project Management
 - Met for initial project review
- Friends
 - Next meeting will be on the 3rd Wednesday of March at 4:15pm.

6:28pm Motion to adjourn: Jeffri Boisvert, Second: Al Buyck. Passes unanimously.

Meeting adjourns: 6:28pm

BCPL



**FOUR COUNTY
LIBRARY SYSTEM**

WWW.4CLS.ORG

Providing consolidated services to public libraries in Broome, Chenango, Delaware and Otsego Counties since 1960.

304 Clubhouse Road
Vestal, New York 13850
607.723.8236 | 607.723.1722 (fax)

To: Library Directors
From: Athea Mortenson, Finance Officer
Re: E-Rate LOA and Form 479
Date: 2/27/25

Attached is the Yearly E-Rate Letter of Agency (LOA) and 479 form for 2025-2026 funding year. Most of the information has been completed for you. Please check the appropriate box on page two of Form 479, sign, date, and return to me as soon as possible.

If there have been any changes to the Library Director, email, or phone numbers please make the corrections on the form.

If you'd prefer a word file of the LOA form, please email me and I will send it over.

This is an annual form, unless E-Rate regulations change.

If you have any other questions, please let me know.

Thank you,

Athea Mortenson
amortenson@4cls.org
607-723-8236 ext. 330

Library Name Broome County Public Library
Library Address 185 Court St
Binghamton, NY 13901

Date: 3/12/25

RE: Letter of Agency for Funding Year 2025-2026

This is to confirm our participation in the Four County Library System E-rate Consortium for the procurement of internet access and automation system equipment. I hereby authorize the Four County Library System to submit FCC Form 470, FCC Form 471, and other Schools and Libraries (E-rate) Program forms to the Schools and Libraries Division of the Universal Service Administrative Company on behalf of the library.

I understand that, in submitting these forms on our behalf, you are making certifications for the library. By signing this Letter of Agency, I make the following certifications:

- a) I certify that our library is eligible for assistance from a State Library Administrative Agency under the Library Services and Technology Act of 1996, Pub. L. No. 104-208, section 211 et seq., 110 Stat. 3009 (1996) that does not operate as for-profit business and whose budget is completely separate from any school (including, but not limited to elementary, secondary schools, colleges, or universities).
- b) I certify that our library has secured access, separately or through this program, to all of the resources, including computers, training, software, internal connections, maintenance and electrical capacity, necessary to use for services purchased effectively. I recognize that some of the aforementioned resources are not eligible for support. I certify that to the extent that the billed entity is passing through the non-discounted charges for the services requested under this Letter of Agency, that the entity I represent has secured access to all of the resources to pay for the non-discounted charges for eligible services from funds to which access has been secured in the current funding year.
- c) I certify that the services the library purchases at discounts provided by 47 U.S.C. section 254 will be used solely for educational purposes and will not be sold, resold, or transferred in consideration for money or any other thing of value, except as permitted by the rules of the Federal Communications Commission (Commission or FCC) at 47 C.F.R. section 54.500 (et seq.).
- d) I certify that our library has complied with all program rules and I acknowledge that failure to do so may result in denial of discount funding and/or cancellation of funding commitments. I acknowledge that failure to comply with program rules could result in civil or criminal prosecution by the appropriate law enforcement authorities.
- e) I acknowledge that the discount level used for shared services is conditional, for future years, upon ensuring that the most disadvantaged schools and libraries that are treated as sharing in the service, receive an appropriate share of benefits from those services.
- f) I certify that I will retain required documents for a period of at least ten years after the last day of service delivered. I certify that I will retain all documents necessary to demonstrate compliance with the statutes and Commission rules regarding the application for, receipt of, and delivery of services receiving schools and libraries discounts, and that if audited, I will make such

records available to the Administrator. I acknowledge that I may be audited pursuant to participation of the Schools and Libraries (E-rate) Program.

- g) I certify that I am authorized to procure and/or order telecommunications and other supported services for the eligible entity covered by this Letter of Agency. I certify that I am authorized to make this request on behalf of the eligible entity covered by this Letter of Agency, that I have examined this Letter, that all of the information on this Letter is true and correct to the best of my knowledge, that the entities that will be receiving discounted services under this Letter pursuant to this application have complied with the terms, conditions and purposes of the program, that no kickbacks were paid to anyone and that false statements on this form can be punished by fine or forfeiture under the Communications Act, 47 U.S.C. sections 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. section 1001 and civil violations of the False Claims Act.
- h) I acknowledge that FCC rules provide that persons who have been convicted of criminal violations or held civilly liable for certain acts arising from their participation in the Schools and Libraries support mechanism are subject to suspension and debarment from the program. I will institute reasonable measures to be informed, and will notify USAC should I be informed or become aware that I or any of the entities, or any person associated in any way with my entity, is convicted of a criminal violation or held civilly liable for acts arising from their participation in the Schools and Libraries support mechanism.
- i) I certify that, to the best of my knowledge, the non-discount portion of the costs for eligible services will not be paid by the service provider. I acknowledge that the provision, by the provider of a supported service, of free services or products unrelated to the supported service or product constitutes a rebate of some or all of the cost of the supported services.
- j) I certify that I am authorized to sign this Letter of Agency and, to the best of my knowledge, information, and belief, all information provided to the Four County Library System for E-rate submission is true.

Name of Entity _____

Signature _____

Date _____

Printed Name _____

Title _____

**DO NOT SEND THIS FORM TO THE UNIVERSAL SERVICE ADMINISTRATIVE COMPANY OR
TO THE FEDERAL COMMUNICATIONS COMMISSION****Schools and Libraries Universal Service
Certification by Administrative Authority to Billed Entity of
Compliance with the Children's Internet Protection Act**

Please read instructions before completing.
(To be completed by the Administrative Authority and provided to your Billed Entity)

Administrative Authority's Form Identifier: _____ BCPL2025 _____
Create your own code to identify THIS FCC Form 479.

Block 1: Administrative Authority Information

1. Name of Administrative Authority
Broome County Public Library

2. Funding Year
2025

3. Mailing Address and Contact Information for Administrative Authority

Street Address, P. O. Box or Route Number
185 Court Street

City
Binghamton

State
NY

Zip Code
13901

Name of Contact Person
Josias Bartram

Telephone Number
607-778-6400

Fax Number
607-778-6429

Email Address
Josias.Bartram@broomecountyny.gov

Persons willfully making false statements on this form can be punished by fine or forfeiture, under the Communications Act, 47 U.S.C. Secs. 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. Sec. 1001.

Block 2: Certifications and Signature

4. I am the Administrative Authority for one or more schools or libraries for which Universal Service Support Mechanism discounts have been requested or approved for eligible services. The Administrative Authority must make the required certification(s) for the purposes of the Children's Internet Protection Act (CIPA) in order to receive discounted services.
5. I recognize that I may be audited pursuant to this form and will retain for at least ten years (or whatever retention period is required by the rules in effect at the time of this certification) after the later of the last day of the applicable funding year or the service delivery deadline for the funding request any and all records that I rely upon to complete this form.

Name of Administrative Authority Broome County Public Library
Administrative Authority's Form Identifier BCPL2025
Contact Person Josias Bartram
Telephone Number 607-778-6400

Block 2: Certifications and Signature (Continued)

6. I certify that as of the date of the start of discounted services:

a ☐ the recipient(s) of service under my administrative authority and represented in the Funding Request Number(s) for which you have requested or received Funding Commitments has (have) complied with the requirements of the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l).

b ☐ pursuant to the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l), the recipient(s) of service under my administrative authority and represented in the Funding Request Number(s) for which you have requested or received Funding Commitments:

(FOR SCHOOLS and FOR LIBRARIES IN THE FIRST FUNDING YEAR FOR PURPOSES OF CIPA) is (are) undertaking such actions, including any necessary procurement procedures, to comply with the requirements of CIPA for the next funding year, but has (have) not completed all requirements of CIPA for this funding year.

(FOR FUNDING YEAR 2003 ONLY: FOR LIBRARIES IN THE SECOND OR THIRD FUNDING YEAR FOR PURPOSES OF CIPA) is (are) in compliance with the requirements of CIPA under 47 U.S.C. § 254(l) and undertaking such actions, including any necessary procurement procedures, to comply with the requirements of CIPA under 47 U.S.C. § 254(h) for the next funding year.

c ☐ the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l), does not apply because the recipient(s) of service under my administrative authority and represented in the Funding Request Number(s) for which you have requested or received Funding Commitments is (are) receiving discount services only for telecommunications services.

CIPA Waiver. Check the box below if you are requesting a waiver of CIPA requirements for the Second Funding Year after the recipients of service under your administrative authority have applied for discounts:

d ☐ I am providing notification that, as of the date of the start of discounted services, I am unable to make the certifications required by the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l), because my state or local procurement rules or regulations or competitive bidding requirements prevent the making of the certification(s) otherwise required. I certify that the recipient(s) of service under my administrative authority and represented in the Funding Request Number(s) for which you have requested or received Funding Commitments will be brought into compliance with the CIPA requirements before the start of the Third Funding Year in which they apply for discounts.

(CIPA WAIVER FOR LIBRARIES FOR FUNDING YEAR 2004. Check the box above if you are requesting this waiver of CIPA requirements for Funding Year 2004 for the library(ies) under your administrative authority that has (have) applied for discounts for Funding Year 2004. By checking this box, you are certifying that the library(ies) represented in the Funding Request Number(s) on this FCC Form 479 will be brought into compliance with the CIPA requirements before the start of the Funding Year 2005.)

The certification language above is not intended to fully set forth or explain all the requirements of the statute.

7. Signature of authorized person

8. Date

9. Printed name of authorized person

10. Title or position of authorized person

11. Telephone number of authorized person

FCC NOTICE FOR INDIVIDUALS REQUIRED BY THE PRIVACY ACT AND THE PAPERWORK REDUCTION ACT

Part 54 of the Commission's Rules authorizes the FCC to collect the information on this form. Failure to provide all requested information will delay the processing of the application or result in the application being returned without action. Information requested by this form will be available for public inspection. Your response is required to obtain the requested authorization.

The public reporting for this collection of information is estimated to be 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the required data, and completing and reviewing the collection of information. If you have any comments on this burden estimate, or how we can improve the collection and reduce the burden it causes you, please write to the Federal Communications Commission, AMD-PER, Paperwork Reduction Act Project (3060-0853), Washington, DC 20554. We will also accept your comments regarding the Paperwork Reduction Act aspects of this collection via the Internet if you send them to PRA@fcc.gov. PLEASE DO NOT SEND YOUR RESPONSE TO THIS FORM TO THIS ADDRESS.

Remember - You are not required to respond to a collection of information sponsored by the Federal government, and the government may not conduct or sponsor this collection, unless it displays a currently valid OMB control number or if we fail to provide you with this notice. This collection has been assigned an OMB control number of 3060-0853.

THE FOREGOING NOTICE IS REQUIRED BY THE PRIVACY ACT OF 1974, PUBLIC LAW 93-579, DECEMBER 31, 1974, 5 U.S.C. 552a(e)(3) AND THE PAPERWORK REDUCTION ACT OF 1995, PUBLIC LAW 104-13, OCTOBER 1, 1995, 44 U.S.C. SECTION 3507.

A paper copy of this form, with a signature in Block 2, Item 7, must be mailed or delivered to your Billed Entity.

BROOME COUNTY PUBLIC LIBRARY POLICY & PROCEDURE MANUAL	SECTION	Trustees/City/County	POLICY #	0029-0
	EFFECTIVE	August 7, 2014	PAGE	1 OF 4
	SOURCE	Board of Trustees		
	SUPERCEDES			

CONFLICT OF INTEREST POLICY

STATEMENTS:

The purpose of the following policy and procedures is to prevent the personal interest of staff members, board members and volunteers from interfering with the performance of their duties to the BCPL, or result in personal financial, professional, or political gain on the part of such persons at the expense of the BCPL or its members, supporters, and other stakeholders.

DEFINITIONS:

Conflict of Interest (also Conflict) means a conflict, or the appearance of a conflict, between the private interests and official responsibilities of a person in a position of trust. Persons in a position of trust include staff members, and board members of BCPL.

Board means the Broome County Public Library Board of Trustees.

BCPL means Broome County Public Library

Volunteer means a person, other than a board member, who does not receive compensation for services and expertise provided to BCPL and retains a significant independent decision-making authority to commit resources of the organization.

Staff Member means a person who receives all or part of her/his income from the payroll of the BCPL.

Supporter means nonprofit organizations that contribute to the Broome County Public Library, such as the Friends of the Broome County Public Library.

PURPOSE:

The purpose of the following policy and procedures is to prevent the personal interest of staff members, board members, and volunteers from interfering with the performance of their duties to the BCPL, or result in personal financial, professional, or political gain on the part of such persons at the expense of BCPL or its members, supporters or other stakeholders.

POLICY:

1. General
 - a. Trustees serving on the Board act in a fiduciary capacity and owe to the library, a duty of loyalty and fidelity, it being their responsibility to discharge their duties in good faith, with a high degree of diligence, care and skill, and for the sole benefit of the library.
 - b. Trustees shall perform their duties with independent judgment of individuals, not as representatives of any group, firm or interest in which they may participate or the ideals or aims of which they may espouse. All actions taken and all decisions made as a Trustee should be solely in the interest and for the benefit of BCPL.

BROOME COUNTY PUBLIC LIBRARY POLICY & PROCEDURE MANUAL	SECTION	Trustees/City/County	POLICY # 0029-0
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	SOURCE	Board of Trustees	
	SUPERCEDES		

CONFLICT OF INTEREST POLICY

POLICY Continued:

1. General
 - c. The staff, volunteers and supporters of the library shall be subject to the applicable personal benefits, disclosure of conflicts and favors provisions of this policy.

IMPLEMENTATION:

2. Trustees, staff, volunteers and supporters shall exercise the strictest honesty, loyalty and fidelity in the discharge of their duties and in all dealings with or on behalf of the library. They shall not use their positions on the Board or any knowledge gained therefrom, or participate directly or indirectly in any arrangement, investment, contract or activity, so as to result in direct or indirect gain or benefit for themselves, their families or their associates, and no such gain or benefit may be achieved at the expense of the library's best interests.
3. Full disclosure, by notice in writing, shall be made by the interested parties to the full Board of Trustees in all conflicts of interest, including but not limited to the following:
 - a. A board member is related to another board member or staff member by blood, marriage or domestic partnership.
 - b. A staff member in a supervisory capacity is related to another staff member whom he/she supervises.
 - c. A board member or their organization stands to benefit from a BCPL transaction or staff member of such organization receives payment from BCPL for any subcontract, goods, or services other than as part of her/his regular job responsibilities or as reimbursement for reasonable expenses incurred as provided in the bylaws and board policy.
 - d. A board member's organization receives grant funding from BCPL.
 - e. A board member or staff member is a member of the governing body of a contributor to BCPL.
 - f. A volunteer working on behalf of the BCPL who meets any of the situations or criteria listed above.
4. Following full disclosure of a possible conflict of interest or any condition listed above, the Board of Trustees shall determine whether a conflict of interest exists and, if so the Board shall vote to authorize or reject the transaction or take any other action deemed necessary to address the conflict and protect BCPL's best interests. Both votes shall be by a majority vote without counting the vote of any interested trustee, even if the disinterested trustees are less than a quorum provided that at least one consenting trustee is disinterested.

BROOME COUNTY PUBLIC LIBRARY POLICY & PROCEDURE MANUAL	SECTION	Trustees/City/County	POLICY #	0029-0
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CONFLICT OF INTEREST POLICY

5. A Board member or Committee member who is formally considering employment with the BCPL must take a temporary leave of absence until the position is filled. Such a leave will be taken within the Board member's elected term which will not be extended because of the leave. A Board member or Committee member who is formally considering employment BCPL must submit a written request for a temporary leave of absence to the Secretary of the BCPL Board of Trustees, indicating the time period of the leave. The Secretary of the Broome County Public Library Board will inform the President of the Board of such a request. The President will bring the request to the full Board for action. The request and any action taken shall be reflected in the official minutes of the BCPL board meeting.
6. A Board member, officer, or staff member shall not participate in any discussion or debate of the Board of Trustees, or of any committee of subcommittee thereof in which the subject of discussion is a contract, transaction, or situation in which there may be a perceived or actual conflict of interest. However, they may be present to provide clarifying information in such a discussion or debate unless objected to by any present board or committee member.
7. At the meeting of the Board next following the receipt of any facts or disclosures hereunder which indicate the existence of an actual or potential conflict of interest, the person concerned, shall report such facts to the Board, and the minutes of the meeting shall reflect such disclosure.
8. Should the Board become aware of any failure to disclose an actual or potential conflict of interest or of any other breach of the policies and procedures set forth herein, the matter shall be referred to the Executive Committee of the Board of Trustees for consideration. The Executive Committee of the Board of Trustees may take such corrective action or make such recommendations, including disciplinary action, in the matter as it shall deem appropriate.
9. Anyone in a position to make decisions about spending BCPL's resources (i.e. transactions such as purchase contracts), who also stands to benefit from that decision, has a duty to disclose that conflict as soon as it arises or becomes apparent; she/he should not participate in any final decisions.
10. **FAVORS:** No member of the Board of Trustees, staff member, supporter, or volunteer shall accept any favor which might affect or appear to affect her/his judgment on any matter affecting the library.
11. A copy of this policy shall be given to all Board members, staff members, volunteers and supporters upon commencement of such person's relationship BCPL or at the official adoption of stated policy. Each board member, officer, staff member, supporter and volunteer shall sign and date the policy at the beginning of her/his term of service or employment and each year hereafter. Failure to sign does not nullify the policy.
12. This policy will be reviewed annually by all specified parties.

BROOME COUNTY PUBLIC LIBRARY POLICY & PROCEDURE MANUAL	SECTION	Trustees/City/County	POLICY # 0029-0
	EFFECTIVE	August 7, 2014	PAGE 4 OF 4
	SOURCE	Board of Trustees	
	SUPERCEDES		

CONFLICT OF INTEREST POLICY

BROOME COUNTY PUBLIC LIBRARY CONFLICT OF INTEREST DISCLOSURE FORM

This form must be filed by all specified parties, as identified in BCPL's Conflict of Interest Policy.

_____ I have no conflict of interest to report

_____ I have the following conflict of interest to report (please specify):

The undersigned, by their affixed signature, note their understanding of the implications of this policy.

Signature

Printed Name

Date

