

Kathryn Matthew


Nancy E. Weiss
General Counsel
Institute of Museum and Library Services
1800 M Street, NW, 9th Floor
Washington, D.C. 20036

Dear Ms. Weiss:

The purpose of this letter is to describe the steps that I will take to avoid any actual or apparent conflict of interest in the event that I am nominated and confirmed for the position of Director, Institute of Museum and Library Services (IMLS).

I am committed to the highest standards of ethical conduct for government officials. As required by 18 U.S.C. § 208(a), I will not participate personally and substantially in any particular matter in which I know that I have a financial interest directly and predictably affected by the matter, or in which I know that a person whose interests are imputed to me has a financial interest directly and predictably affected by the matter, unless I first obtain a written waiver, pursuant to 18 U.S.C. § 208(b)(1), or qualify for a regulatory exemption, pursuant to 18 U.S.C. § 208(b)(2). I understand that the interests of the following persons are imputed to me: any spouse or minor child of mine; any general partner of a partnership in which I am a limited partner or general partner; any organization in which I serve as officer, director, trustee, general partner, or employee; and any person or organization with which I am negotiating or have an arrangement concerning prospective employment.

Upon confirmation, I will resign from my position as a consultant for the Children's Museum of Indianapolis. For a period of one year after my resignation, I will not participate personally and substantially in any particular matter involving specific parties in which I know the Children's Museum of Indianapolis is a party or represents a party, unless I am first authorized to participate, pursuant to 5 C.F.R. § 2635.502(d). In addition, I resigned from my position with the Spoleto Festival USA in March of 2014. Accordingly, for a period of one year from the date of my resignation from the Spoleto Festival USA, I will not participate personally and substantially in any particular matter involving specific parties in which I know the Spoleto Festival USA is a party or represents a party, unless I am first authorized to participate, pursuant to 5 C.F.R. § 2635.502(d).

Upon confirmation, I will also resign from my position as Secretary of the Condominium Association (Charleston, SC). For a period of one year after my resignation, I will not participate personally and substantially in any particular matter

involving specific parties in which I know the Condominium Association (Charleston, SC) is a party or represents a party, unless I am first authorized to participate, pursuant to 5 C.F.R. § 2635.502(d).

My spouse is an employee of Coastal Community Foundation, for which he receives an annual fixed salary. For as long as my spouse continues to work for Coastal Community Foundation, I will not participate personally and substantially in any particular matter that to my knowledge has a direct and predictable effect on my spouse's compensation or employment with Coastal Community Foundation, unless I first obtain a written waiver, pursuant to 18 U.S.C. § 208(b)(1). I also will not participate personally and substantially in any particular matter involving specific parties in which I know my spouse's employer is a party or represents a party, unless I am first authorized to participate, pursuant to 5 C.F.R. § 2635.502(d).

I understand that as an appointee, I am required to sign the Ethics Pledge (Executive Order no. 13490) and that I will be bound by the requirements and restrictions therein in addition to the commitments I have made in this ethics agreement.

I have been advised that this ethics agreement will be posted publicly, consistent with 5 U.S.C. § 552, on the website of the U.S. Office of Government Ethics with ethics agreements of other Presidential nominees who file public financial disclosure reports.

Sincerely,

Kathryn K. Matthew

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Date: 2/27/2015