

## Resolution 20-3 to Authorize the Library Director to Approve Change Orders

**WHEREAS**, the Library is going through a construction project which will require approval of change orders within 2-3 days.

**WHEREAS**, the board recognizes that it is beneficial to the library financially to approve construction change orders within 2-3 days.

**NOW THEREFORE BE IT RESOLVED**, that the Board has approved the Library Director to approve change orders under \$5,000 without the immediate approval of the Board.

**BE IT FURTHER RESOLVED**, that the Board has approved the Library Director, Building Committee Chairperson and Board President to approve change orders between \$5,000 and \$10,000 without the immediate approval of the Board.

**BE IT FURTHER RESOLVED**, that the following procedures will be followed in the event a change order is needed:

- (1) The library director will notify the Board of any change order requests by email and the Library director will approve or deny change orders under \$5,000.
- (2) For change orders between \$5,000 and \$10,000, the Library Director will wait for approval by email from the Building Committee Chairperson and Board President to approve change orders between \$5,000 and \$10,000.
- (3) The library board shall review and allow the change order at the library board's first regular or special meeting following the change order.

**DULY ADOPTED** by the Board of Trustees of the Wells County Public Library at its regular meeting held on the 14th day of January, 2020, at which meeting a quorum was present.

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ATTEST:

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Secretary