

Policy Committee Minutes December 20, 2021

Call to order

Meeting called to order by John Cox at 1:02 pm

Trustees Present: John Cox, Katherine Walker, Walter Johnson, Craig Albaugh (non-voting)

Also present: Jenna Diedrich, Library Director

Public Comments

None

Approval of December 15, 2021 minutes

Johnson moved to approve the December 15, 2021 minutes. Walker seconded.

Vote: Johnson – aye, Cox – aye, Walker – aye.

Motion carried.

Purchasing Policy

In the first section (1.) second sentence states “currently require many contracts in excess of...” Cox inquired whether it should be “many” or “any.” Albaugh suggested to drop the word all together. The sentence now reads, “currently require contracts in excess of...”

1.f: Walker thought duplication ought to read copier in the sentence “contracts for duplication machines and supplies” as it sounds like the policy is referring to mimeographs. Cox suggested omitting duplication to read “**contracts for machines and supplies**” as to not limit to only copy machines.

1.g: Walker inquired whether garbage removal was included. Diedrich and Albaugh confirmed refuse is include in the water bill to the City.

1.i: Walker suggested to add individual to “...previously owned by some entity other than the library itself...” Cox agreed. Sentence was change to “...previously owned by some entity **or individual** other than the library itself...”

1.k and Emergency Expenditures: Walker highlighted “3/4 majority” as the board stands now that is 6 of 7 board members. In emergencies, it could be difficult to get a hold of 6 board members for purchasing. Cox agreed that “3/4” ought to be changed to “**a majority**”

2.b.i-v: Discussion was had regarding what amount of expenditures need board approval. The draft presented to the board had expenditures broken down: \$25,000 or more; \$2,500-\$24,999; \$500-\$2,499; \$250-\$499; \$1-\$249. It was suggested to rid of the granular amounts and have a section on \$25,000 or more, which follows the state statute and \$15,000 to \$24,999. Albaugh and Johnson suggested the low amount to be \$10,000 and Walker suggested \$15,000. The committee agreed to \$15,000.

The committee decided to omit sections 2.b.iii-v. Walker found that going below \$15,000 is too much discussion in a regular board meeting. Walker and Johnson agreed that anything below \$15,000 is to the discretion at the Library Director. The Library Director has the responsibility of informing the Board of these expenditures.

2.b.vi: Emergency Expenditures will be moved to 2.b.ii. The amount will reflect the same changes as above.

Walker went back to 2.b.i.1. She wanted specific language regarding when bids are received. The suggested language: “Bidders will need to adhere to a date and time deadline. When received the bid envelope shall be time stamped and initialed by two staff. If a bid submission is a late submission that bid will be disqualified. A disqualified bid may not be opened or considered.” Diedrich wanted clarification on what two staff – if it needs to be library director or senior staff. When looking at the organizational chart, any two staff may initial the bid.

Diedrich inquired on the format of the policy. Cox said to leave in the format it was presented it in.

Discussion was had on what occurs if no bids are submitted. Albaugh suggested to just rebid the project. If still no bids come in, the expense could be seen as an emergency.

Albaugh inquired about “lowest responsible bidder” in section 1. Cox said the lowest bid can be rejected if the work is inferior to a higher bid. Professional skill is taken into consideration.

Walker motions to recommend the Purchasing Policy with the suggested changes to the Board. Johnson seconds.

Vote: Johnson – aye, Walker – aye, Cox – aye.

Motion carried.

Items for next agenda

Bylaws

Adjournment

Meeting adjourned at 2:07pm

Respectfully submitted,
Jenna Diedrich