

# **Building Construction**

As the Library undertakes the construction from time to time, some policies need to be enacted to ensure the job can continue without delay.

## **Authority to speak with any construction personnel**

The Library Director or designee is the sole person authorized to speak with anyone on the job site in relation to the construction of the Library. Board of Trustee members and staff must speak with the Library Director or designee before speaking to members of the job site. There will be weekly job progress meetings, along with near daily contact by the Director with the site, should concerns need to be addressed.

## **Change Order Approvals**

The Library Director is allowed to approve change orders up to \$5,000. If the order is greater Board approval must be obtained.

## **Contract Awards**

The Library Director is allowed to approve bids and purchase orders up to \$50,000. If the contract is greater than, the Board must award the contract. In either case, the Library Director is allowed to sign the contract on behalf of the Board of Trustees.

Approved by Board of Trustees: June 2008  
August 15, 2018