

LBOC Rules and Regulations Committee Meeting Notes

April 14, 2022

Attendance: Kelly LaRocca, Tanya DiMaggio, Hilari Melerine, Rebecca Taylor, Emily Couvillon

1. Board would like a copy of the original Chapter 3 for comparison.
 - a. Make a track changes copy of the new Chapter 3 for the board
2. Present sections 311-321 to the board for approval
3. Contracts- Section D Review & Approval Process
 - a. No Finance committee
 - b. List thresholds
 - i. The board needs to approve
 1. Leased library facilities
 2. Purchase of real property
 3. Materials of \$30,000 or more
 4. Services of \$100,000 or more
 5. Public works projects of \$250,000 or more
 - c. All other contracts can be executed by library administration after proper review
 - i. Document review
 1. Keep notes from review
 2. Evidence of review should be in contract file
 - d. Contract modifications
 - i. All modifications or existing contracts will be listed in director's report at the next board meeting. Any significant modification or additions to existing contracts that meet the threshold in this section will require board approval.
 - e. Section A - change Central location to administrative office.
4. Next Meeting May 12, 2022 @ 2 pm