



201 Main Street, Sag Harbor, NY · 631-725-0049 · www.johnjermain.org

PURCHASING AND PROCUREMENT POLICY

INTEGRITY AND ACCOUNTABILITY

The John Jermain Memorial Library Board of Trustees recognizes its responsibility to ensure that the Library maintains internal accounting and administrative practices that protect its financial resources. The Board of Trustees will serve in an advisory and oversight role so as to assure that the integrity of the Library's finances remain unimpeachable. The Director is responsible for developing and maintaining practices that will adequately protect the Library's assets and funds. The Director will oversee proper training and supervision of the staff to ensure fiscal accountability at the departmental level as well as the administrative level. When policy and practices need to be changed, the Director will make those recommendations to the Board of Trustees at the next regularly scheduled meeting.

PURCHASING AND PROCUREMENT

All items costing more than \$500.00 per item require a signed purchase order for purchasing. The Director is responsible for the signing and maintaining of purchase orders. The Director may delegate portions of that duty to appropriate staff. All Library purchases will be made in a lawful manner. Competitive Bidding is not required for an Association Library. Items or services costing at least \$10,000 will be brought to the attention of the Board of Trustees and/or the Building Committee of the Board for discussion.

The Director may authorize the purchase of items or services costing less than \$10,000; however, for purchases that exceed \$7,500 the Director should get at least three estimates, unless the service or repair is performed by a vendor with whom the library has a pre-existing service or maintenance contract.

The Director will choose the lowest, responsible estimate and report the purchase at the next meeting of the Board of Trustees. Details of the estimates (name of vendor, price, and description) will be recorded in the minutes.

When it is in the Library's benefit to add to, repair, or upgrade existing systems, equipment, or parts of the building by using the same vendor who supplied or previously repaired the original system, equipment or part of the building, the Director may get Board and/or Building Committee approval for such a purchase instead of getting estimates if the purchase will exceed \$10,000. In the event of a serious emergency that threatens safety or the ability of the Library to stay open to the public the Director is authorized to take necessary action, the cost of which shall not to exceed \$25,000, if calling an emergency meeting of the Board of Trustees beforehand is not practical.

APPROVED BY THE BOARD OF TRUSTEES: MARCH 2021