

Attachment C – 04/04/17

Because West Wing Expansion construction was able to begin more than one month early, it may be necessary to place orders for tables, chairs, and a vending machine before the May Board Meeting. To ensure delivery of these items (it may take six to eight weeks after an order is placed to receive them), orders must be placed by April 15 to have them here before the updated completion of construction in late June.

We are in the process of obtaining bids. Some items may exceed the \$4,000 limit placed on the Library Director. The Board is being asked to allow the Director to place orders in excess of \$4,000 for these items. It is requested that the Director work in consultation with the Library President and Chair of the Planning Committee for this set of orders.