BRIDGTON PUBLIC LIBRARY

SIGNIFICANT MAINTENANCE JOBS & MAJOR PROJECTS POLICY

Introduction

 This policy governs the process of planning for, approving and carrying out both significant maintenance jobs and major projects at the Bridgton Public Library. Except for unanticipated emergencies, Maintenance Jobs and Major Projects should be included in planning the expense budget for the fiscal year. For purposes of this policy, the following definitions apply:

 Minor Maintenance Work: Any maintenance item for which the anticipated

 total cost is expected to be less than $500

 Significant Maintenance Job Any item of maintenance costing more than $500

 and less than $4999 that can be expected to be

 accomplished in seven or fewer days of work

 Major Project Any renovation or maintenance work that costs

 $5000 or more or is expected to require more than

 seven days of work

A. Significant Maintenance Job Process

 For a significant maintenance job, the scope of the work to be accomplished must be described in writing and, when possible, two or more written estimates (i.e., bids) obtained. If the scope of work has not already been briefed to and approved by the Board of Trustees, this will be done in apprising the Board of the cost estimates.

 In selection of a contractor, the Board will consider the contractors’ performance histories as well as their bids.

 In connection with the Board’s approval to proceed, a member of the Board of Trustees will be assigned to oversee the maintenance job and, upon completion, will make a report to the Board on the results of the maintenance work, including final costs..

B. Major Project

 Major projects require detailed plans and/or specifications, cost estimates and a schedule (i.e., timeline) of work. Cost estimates will include details of costs for both labor and materials. Two or more competitive bids will be sought for any major project. While it will usually be possible to have a cost estimate for the entire project, it may be necessary to obtain/require competitive bids for component parts of the project.

 The plans, specifications, schedule, projected costs and bid details will be reported to the Board of Trustees and Board approval obtained before any commitment to a contractor or vendor is made and before work on a major project commences.

 An individual Board member, a standing committee or an ad hoc committee appointed by the Board will be assigned the responsibility of overseeing each major project. This member or committee will be responsible for approving invoices for payment provided they are consistent with the project’s budget. Invoices that are inconsistent with the project’s budget must be briefed to, and receive approval from, the Board of Trustees. If timely payment is an issue, the Executive Committee is authorized to take appropriate action. Any such Executive Committee action will be reported to the Board at its next meeting.

C. Reports to the Board of Trustees

 Once a significant maintenance job is authorized, the responsible Board member will report the job’s status monthly and upon completion.

 For a major project, monthly reports will be made to the Board, including details of actual vs. projected costs and actual progress vs. project schedule. Upon completion of a major project, a written report providing an overview of the project, including actual cost and schedule details and recommendations for the Board regarding contractor performance and information that might be usable in planning for a future major project.

D. Capital projects will normally be funded through the Library’s Capital Reserve Fund or a capital campaign. If a Significant Maintenance Job or Major Project receives additional funding from grants or other development activities such as special donation requests, the proceeds from these grants or activities shall not be used to increase the project budget without express approval of the board of Trustees.

*Approved by the Board: February 21, 2012*