



## CONTRACT APPROVAL POLICY

*Approved by the Rochester Public Library Board of Trustees on June 16, 2021.*

The Rochester Public Library Board of Trustees generally approves all contracts. For the efficient operation of the Library, the Board delegates the Library Director the authority to sign contracts including, but not limited to:

- Renewal of contracts with no substantial changes.
- Performer/speaker contracts.
- Maintenance contracts.
- Contracts with time sensitive deadlines that fall between Board meetings.

All signed contracts are included in monthly reports for review by the Board.