

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 21-110**

Orange County Library District Signature Authority

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, held in the City of Orlando, on the 12th of August 2021, at 6:00 pm, prevailing Eastern Time.

PRESENT: Crockett Bohannon; Nicole Benjamin; Richard Maladecki; Lizannette Tam

ABSENT: Danielle Levien

The following was offered by Trustee Tam and supported by Vice President Benjamin:

The Board Resolves:

1. To re-confirm the following signature authority to the Library's Director/CEO, Chief Financial Officer and Chief Operations Officer:

A) Purchasing or Expenditures (per Purchasing Policy):

- Chief Operating Officer has authority up to \$70,000
- Chief Financial Officer has authority up to \$70,000
- Library Director/CEO has authority up to \$100,000
- All purchases over \$100,000 require Board of Trustees Approval

B) Execution of Leases, Contracts, Inter-Local Agreements, and Other Day-To-Day Operating Agreements (such as Hold Harmless, Building Permits, Notice to Proceed/Commence, Software-As-A-Service, Entertainer or Author Appearance Agreements, Maintenance Agreements, Etc.)

- If less than \$100,000 then requires any of the following signatures:
 - Chief Operating Officer
 - Chief Financial Officer
 - Library Director/CEO
 - Library Director/CEO Designee for specialized contracts (ie: performances, information technology items, construction permits, maintenance agreements, etc.)
- If Over \$100,000, requires Board Approval and any of the following signatures:
 - Chief Operating Officer
 - Chief Financial Officer
 - Library Director/CEO

C) Defined Benefit, Defined Contribution and Money Purchase Plans:

- Plan Administrators are defined as
 - Chief Operating Officer
 - Chief Financial Officer
 - Library Director/CEO
- Changes in investments (Within Investment Policy Limitations) requires a minimum of two (2) of the following signatures
 - Chief Operating Officer
 - Chief Financial Officer
 - Library Director/CEO
- Minor Administrative changes to the Plan(s) requires a minimum of two (2) of the following signatures
 - Chief Operating Officer
 - Chief Financial Officer
 - Library Director/CEO
- Major Administrative changes or change in Investment Policy requires Board of Trustees Approval and a minimum of two (2) of the following signatures
 - Chief Operating Officer

- Chief Financial Officer
- Library Director/CEO

D) Receipt of estates, trusts, donations and similar revenues:

- Receipt of estates, trusts, donations and similar revenues requires any of the following signatures
 - Chief Operating Officer
 - Chief Financial Officer
 - Library Director/CEO

E) Receipt of County/City, State, or Federal Grants or Aide and similar revenues:

- Receipt of County/City, State, or Federal Grants or Aide and similar revenues requires any of the following signatures
 - Chief Operating Officer
 - Chief Financial Officer
 - Library Director/CEO

F) Receipt of Day-to-Day Operating Revenues:

- Receipt of day-to-day operating revenues requires any of the following signatures
 - Chief Operating Officer
 - Chief Financial Officer
 - Library Director/CEO
 - Finance Manager
 - Library Director/CEO Designee

2. All resolutions that conflict with the provisions of this resolution are rescinded.

AYES: 4

NAYS: 0

RESOLUTION DECLARED ADOPTED:

Milinda Neusaenger
Secretary