

TOWN OF GAINESVILLE PUBLIC LIBRARY, SILVER SPRINGS, NEW YORK

DISPOSITION OF SURPLUS PROPERTY

The Library Director may dispose of surplus items in any legal manner. The disposal of donated items or obsolete and/or surplus items, such as technology, that are on the Town of Gainesville Public Library inventory shall be disposed of as follows:

- The Director will identify the item recognized as surplus and recommend disposition of the item to the Board of Trustees.
- The Board will review and act upon the Director's recommendations.

The Director is authorized to sell surplus items by using a closed bid system or a set price system. All receipts of any sale should be reported to the Board of Trustees at the next Board meeting as part of the monthly financial report. The Director will create an updated inventory list and recommend replacements for sold items if needed.

Adopted by the Board of Trustees: November 28, 2022