

## **Disposition of Property**

The East Morgan County Library Board of Trustees has the authority to sell or dispense of any district property, which may not be needed in the foreseeable future upon such terms and conditions as may be deemed reasonable. The decision to offer any library property for sale and/or to accept an offer of purchase shall rest with the library director with the approval of the board.

Sales shall be made at the discretion of the Board for a reasonable offer or by sealed bids made pursuant to a notice of sale published no less than two times a month before the bid opening date in a newspaper of general circulation within the district. Bid proposals must be submitted in writing before the published deadline.

When property valued at \$500 or more is to be sold, the board shall approve a list of items to be offered for sale. If no bid is received in response to the first sale notice, the property shall be offered a second time. If there is still no bid received, the disposal of such items shall be at the discretion of the Board. Terms of sale shall be cash and the total purchase price shall be paid before the property is removed from the site. Items must be removed from the site within two weeks from the date of notice of bid acceptance.

- The Board of Trustees reserves the right to reject any or all bids.
- If it is determined that items are of no value, they will be disposed of and inventories adjusted accordingly.
- Library property shall not be sold to individuals, businesses or district employees on an exclusive basis.

**Accepted: September 2002**

**Reviewed: March 2003**

**Reviewed: December 2009**

**Reviewed: April 2016**

EMCL General Service Policies

