

Memorandum of Understanding
Town of Richmond Selectboard
and
Richmond Free Library Board of Trustees

The Richmond Free Library (Library) is a municipal department of the Town of Richmond (Town) and is governed by an elected body of five (5) Trustees. The Trustees shall have full power to manage the public library, make bylaws, establish a library policy and receive, control and manage property which shall come into the hands of the municipality by gift, purchase, devise or bequest for the use and benefit of the library. [22 V.S.A. § 143]

The Trustees are responsible for Trustees' Bylaws and the Library Mission Statement, Policies and Strategic Plan. Their duties include setting policy, hiring and managing the Library Director, public outreach/public relations, managing the budget and collaborating with and annual reporting to the Town.

The following outlines the general principles of collaboration and responsibilities in the following areas.

Personnel.

- The Trustees are responsible for the development of the job description, hiring, evaluating, managing and termination of the Library Director.
- The Trustees are responsible for setting the Director's salary.
- Library Director and staff are considered Town employees for the purpose of payroll and benefits. Library staff, including the Director, will follow Town Human Resource/Personnel guidelines unless excepted by Trustee By-laws or Policies.
- The Director will be included in Town staff meetings at the Department Head level and other meetings as appropriate.

Finances

- The Trustees will recommend to the Selectboard an annual amount of support to be sought from the voters at Town Meeting for the operation of the Library in the next fiscal year.
- The Town will augment each year and act as custodian for the Library Reserve fund.

- The Trustees will review Library expenditures and revenues from reports prepared by the Town's Financial Department.
- Warrants prepared by Town's Financial Department must be reviewed and approved by a minimum of two Trustees before being presented to the Selectboard for payment approval.
- The Town will provide financial, administrative and human resources services and support to the Library as to any other Town department.

Buildings and Grounds

The Town shall retain title to the lands and building known as the Richmond Free Library located at 201 Bridge Street in Richmond, making the buildings, contents, and grounds part of the Town's public assets. Consistent with the maintenance of such assets, the responsibilities shall be divided as follows:

Library Director and Trustees shall manage and contract for routine maintenance and repairs such as:

- Regular service and inspection of equipment such as elevator, sprinkler system, fire safety system and compliance with VOSHA standards.
- Upkeep of carpeting, interior painting, furnishings, stacks and offices.
- Day to day maintenance for cleaning, pest management,
- Addressing routine/minor electrical and plumbing issues
- Renovations to the interior spaces of the building designed to improve library functions.

The Town of Richmond, as owners of the building, shall fund, contract for and manage building structure and systems stabilization and maintenance to maintain the integrity of the building and the safety and comfort of patrons and staff who use the building. These elements may include such things as:

- Structure (roof, frame, foundation)
- Exterior siding repair & painting
- Walkways
- Septic and water services
- Grounds maintenance (mowing, pruning, plowing)
- Mechanical systems (HVAC, electrical, plumbing)

- Meet all building standards and codes required by State or Federal Statutes, such as Americans with Disabilities Act, Labor and Industry Regulations, OSHA/VOSHA, etc

Approved by Library Trustees
04/12/21

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