

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

The Richmond Free Library (Library) is a municipal library of the Town of Richmond 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 for the Library's 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 annual reporting to the voters.

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 staff will be deemed Town of Richmond employees but subject to hiring, managing, evaluating and termination by the Library Director in accordance with the Town of Richmond's Personnel Rules and Regulations unless excepted by Trustee By-laws or Policies.
- In the Town of Richmond Personnel Guidelines, the Library Trustees shall take the place of the "Selectboard" and the Library Director shall take the place of the "Town Manager" with regard to Library personnel matters.
- The Director will be included in Town staff meetings at the Department Head level and other meetings as appropriate.
- The Library Director shall consult with the Town Manager or his/her designee with regard to Library personnel matters.

Finances

- The Library Trustees will recommend to the Selectboard an itemized annual amount of support to be sought from the voters at Town Meeting for the operation of the Library in the next fiscal year.
- As part of the annual budget, the voters will be asked to approve an amount for the Library Reserve fund. This fund is used for purchase, maintenance and/or replacement of items which typically wear out by use (carpets, furnishings, interior paint, etc.)
- The Trustees will review Library expenditures and revenues from reports prepared by the Town's Finance Department.
- Warrants for expenditures from the Library budget are prepared by Town's Financial Department and approved by the Trustees.
- Town of Richmond staff will provide financial, administrative and human resources services and support to the Library as for any municipal department.
- The Library Director shall consult with the Town Manager or his/her designee with regard to Library personnel matters (duplication intentional).

#### Buildings and Grounds

The Town of Richmond 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:

*The Library Director and Trustees* shall manage, arrange contracts and pay from the annual Library budget for routine maintenance inside the Library building such as:

- Regular service and inspection of equipment such as elevator, sprinkler system, fire safety system and compliance with VOSHA standards. The Town Manager shall receive timely reports, at least annually, from the Library Trustees and/or Director on these tasks.
- Upkeep of interior building finishes such as carpeting, painting, drapes and for interior furnishings.
- Maintenance contracts such as cleaning, pest management, etc.
- Addressing routine/minor electrical and plumbing issues
- Renovations to the interior spaces of the building designed to improve library functions.



*The Selectboard*, on behalf of the voters of the Town of Richmond, shall designate funds to maintain the Library building's structure and systems. This includes addressing repairs, stabilization and ongoing maintenance, to ensure the integrity of the building and the safety and comfort of patrons and staff who use the building. These elements may include (but are not limited to):

- Structure (roof, frame, foundation)
- Exterior siding repair & painting
- Walkways
- Septic and water services infrastructure
- Grounds maintenance (mowing, pruning, plowing)
- Mechanical systems (HVAC, electrical, plumbing)
- Meeting all building standards and codes required by State or Federal Statutes, such as Americans with Disabilities Act, Labor and Industry Regulations.

Approved  
Richmond Library Trustees, October 11, 2021

Laurie Dana

Laurie Dana, Chair  
Richmond Library Trustees

10/13/21

Date

Approved,  
Town of Richmond, Selectboard, October 4, 2021

Christine Werneke

Christine Werneke, Chair  
Richmond Selectboard

10/12/2021

Date