

MEMORANDUM OF UNDERSTANDING

By and between the TOWN OF GEORGIA, VERMONT and the GEORGIA PUBLIC LIBRARY

DRAFT 02/14/2022

STANDARD OPERATING PROCEDURES (SOP) ON LIBRARY MANAGEMENT IN RELATIONSHIP TO THE TOWN OF GEORGIA

The Georgia Public Library, acting through its Board of Trustees (herein after “Library”) and The Town of Georgia (acting through its Selectboard) (herein after “Town”) are the parties involved with regards to the following SOPs.

Purpose for SOPs

The following procedures are detailed to help clarify the roles and responsibilities of the Library and the Town in supporting the administration of the Georgia Public Library.

The Library is a “Public Library” as defined under VT §22VSA22; and The Board of Trustees for the Library are responsible for the materials in the Library and the Town is responsible for the upkeep and maintenance of the building pursuant to VT §22VSA22. The building was originally built as a Regional Library but was subsequently purchased by the Town of Georgia for the specific purpose of housing the Library.

The Town has been providing certain administrative and bookkeeping support, and certain grounds keeping and other maintenance services to the Library.

At this time, The Board of Trustees hires the Librarian and the Librarian currently advises The Board of Trustees on new hires. The Selectboard has collaborated with The Board of Trustees to create a benefits package for the Library employees for the purpose of providing fair and equitable benefits to all employees in the Town of Georgia.

The Town and Library desire to continue to maintain a cordial and cooperative working relationship in order to maintain a high-quality free public library for the citizens of Georgia. To this end, the Town and the Library have agreed to the following roles and responsibilities with regards to administration of the Library:

STANDARD OPERATING PROCEDURES

- The Town will continue to provide payroll and accounts payable services to the Library, consistent with those being performed at present.
- Consistent with VT § 22VSA22, the Library will “prepare an annual budget indicating what support and maintenance of the free public library will be required out of public funds” which will be included in the budget presented by the Town on Town Meeting Day. It is understood that the Town retains the right and ability to offer a budget recommendation to the Library on the proposal submitted by the Library.

- For new construction or capital improvements, the Library will meet and confer with the Selectboard. The Town retains the right and ability to offer its own budget recommendations on any capital budget item.
- The Library will continue to participate in the Town's property and liability insurance. The Town will continue to insure the Library building and contents against fire and property damage.
- The Town Departments where applicable, will provide the following maintenance services to the Library. The Library Director and Town Administrator will meet at least annually to review/update contact information for people who will attend to the maintenance categories listed below:
 - Snow removal - access road, parking lot and walkways – it shall be noted that this obligation is secondary to maintaining the Town roads which are a priority
 - Lawn care, including trimming and edging
 - Heating and cooling maintenance
 - Plumbing services
 - Water quality testing at required intervals
 - Lighting maintenance
 - Weekly custodial service to include: complete bathroom cleaning and restocking of paper goods and soap, and floor mopping. Waxing at less frequent intervals
 - Trash and recycling removal and disposal
 - Fire extinguisher maintenance
 - Parking lot repainting and restriping, as needed
 - Any other items historically covered, and/or for which there is an advantage for both the Town and library to properly maintain the building
- The Library Trustees agree to:
 - Meet with the Selectboard bi-annually to discuss accomplishments and goals for the Library
 - Work with the Selectboard/or Town Administrator to develop a Library Budget, which will support the Library's needs yet try to meet the Selectboard's budget increases and decreases
 - Working with the Selectboard to develop a plan to pay for large Library building maintenance expenses