

New Gloucester Library Board of Trustees
and
Friends of the New Gloucester Public Library
Memorandum of Understanding

The Friends of the New Gloucester Public Library (Friends) and the New Gloucester Public Library Board of Trustees (LBOT) acknowledge that each organization looks to serve the work of similar goals and objectives; seeing the continued progress and efforts of the Town Library, but each through different means. Together, each group looks to strengthen its operation through an understanding of what roles and responsibilities they share. This will be done through this Memorandum of Understanding.

The Friends and the LBOT will agree to the following arrangements on how to operate with and amongst one another.

I. Roles and Responsibilities

The Friends and the LBOT (together, "The Parties") acknowledge the joint goal of good communication and transparency. This makes for a positive working environment. Each will recognize the value and strength of the other towards this end.

A. Library Board of Trustees (LBOT)

1. The LBOT is a town committee that works to advise and guide the library, which, in turn, works in coordination with the New Gloucester Select Board.
2. LBOT works with the Library Staff to provide assistance in ongoing Library programs and efforts towards sustaining those programs.

B. Friends of the Library (Friends)

1. The Friends are an independent non-profit organization that looks to support and encourage efforts of the Town Library.

2. The Friends are key stakeholders in supporting programming that operates out of the Town Library.
3. The Friends support programming through financial and volunteer means.
4. The Friends look to continue their support in some of the following ways:
 - a. Raising funds and supporting library projects and programming.
 - b. Encouraging of gifts, endowments, and bequests to the library.
 - c. Helping to promote the continued use of the library.
 - d. Working to improve cultural activities of the community.
 - e. Work with the Library in programming and community services.
 - 1) Providing creative ideas for growth (i.e. Home Book Deliveries, Inventory Participation).
 - f. Maintaining a line of communication through association with a person or persons interested in the library.
 - g. Assist in library functions as requested by Library staff and the Director of the Library, in coordination with the Trustees.
5. The Friends major contribution to the library has historically been with the bi-annual Book Sale; with some additional agreements below focused on a better working relationship surrounding this event.

II. Meetings

To better serve the community it is vital to have both groups work towards a more transparent operation. This means a better understanding of how meetings will be conducted, where they will be located, and publicizing additional information to all of the New Gloucester Community.

A. Location

1. The LBOT is a public committee associated with the work of the Town and thus will hold meetings in public places (i.e. Library, Community Building, or Meeting House).
2. The Friends is a non-profit organization, and will seek to meet in public places that are easily accessible to its members, LBOT, and any other community members.

- a. The Friends will look to prioritize possible physical meetings in the library, by coordinating with library staff.
- b. The Friends, if unable to find Library meeting space, will consider other possible Town Spaces as a secondary option.
- c. The use of Zoom or other video system software can and will be used as an alternative or in addition to meetings conducted by the Friends.

B. Regular Meetings

1. LBOT meetings will be noticed to the public as required by the Town.
2. Efforts will be made to create more open public accessibility to Friends meetings through the following:
 - a. Announce meetings ahead of time to the community
 - 1) Use of NGX
 - 2) Posting on Town Hall Bulletin Board
 - 3) Posting on Library Bulletin Board
 - 4) Town Website (if the website allows for more community events)
 - b. Meeting announcements will be at least two weeks ahead of the meeting date, providing advance notice for the community.
3. Meeting times will look to accommodate at least one representative from the LBOT. This will be called a "liaison". (*More details in part C. Liaisons*).
4. Meetings (of each party) will seek to establish a Quorum before conducting any proceedings. (These details of Quorum will be listed in each of the parties By-Laws).

C. Liaisons to Each Board

1. To create transparency and keep lines of communication open, each group will allow and require one representative (known as a liaison) to their respective meetings.
2. LBOT Liaison will be the Chair of the LBOT or someone delegated such responsibility through an LBOT meeting.
3. The Friends will provide a liaison as delegated by the group to attend LBOT meetings.

III. Programming

LBOT and The Friends find common partnership in efforts to advise and support programming at the library. This strengthens both the Town Library and the New Gloucester Community and each group will find specific paths to influencing ongoing programming.

A. The Friends Path

1. The Friends will look to continue influence financially with the purchase of passes or other items to aid in community programs. It is agreed that monies from The Friends will be focused on supporting the library.
2. Support of programming will focus on extra items that any regular budget may not cover (*Additional details on specific finances in VI. Finances*).
3. The Friends will find ways to support programs in ways the LBOT nor Library may be able to support.
4. The Friends will be active participants in strategizing and suggesting program options for the library with Library Staff and the LBOT.

B. The LBOT

1. Trustees work to advise on programs that could benefit the town community that the Library should implement.
2. LBOT must think in advance about possible options that The Friends can support and actively engage in. This will be done through:
 - a. LBOT will plan an annual strategic planning session to think about the year's possible programming. (*Aid the Library staff and Friends in program planning efforts.*)
 - b. LBOT and library staff will create a "wish list" of funding needs and opportunities that should be considered as part of the next year's fiscal plan.
3. This partnership of such planning will put more focus on items that are not town budgeted, which are at the discretion and responsibility of the Select Board and Town of New Gloucester.

IV. Donations

Historically, the efforts of The Friends have focused on the Book Sales to support the library, and this has taken a considerable amount of time and energy. Thus, a clear understanding of how this works is necessary.

A. Donations of Books

1. The LBOT supports the Friends and their work towards bi-annual Book Sales, providing materials, such as books, in order to conduct this event.
2. Donations to the library provided by community members and patrons are subject to the *Gift & Donation Policy*.
3. The LBOT and library staff, after review, will consider what to keep or discard with regards to books that come in as donations. They declare a book useful to their operations or un-useful to the collection.
4. Identified items will be considered of no value to the library and donated to The Friends for use in the Book Sales and other library related projects.
5. The Friends will create their own process for evaluating value and use within the Book Sales up to and after the time of the event.
6. All other donations and gifts will be adjudicated under the *Gift & Donation Policy* (Reviewed and Approved 10/10/16).
7. At the end of the budget season a Warrant Article will be created allowing Town Members to vote on book donations provided to the Library for the Friends Book Sale.

V. Use of The Library Building

Book sorting in the basement has been part of the work of managing and executing the Book Sales by The Friends. Therefore, volunteers and staff need to coordinate access to that space. It is vital for an understanding of how this space will be shared by both parties.

A. Operation of The Library Building - Keys

1. Access to the Town Library is subject to the Town Manager and Library Director to ensure

security and mitigate issues of liability.

2. Keys for the library building will be housed at the Town Hall, with the Town Manager, and with Library Staff, specifically the Library Director

3. The Library Director in accordance with the Town Manager, will dictate who has access by use of the “key” or other electronic or physical means of entering the building.

4. Operation in the Library for purposes of any future Book Sale will be worked out with The Friends and the Library Director. Such times of operation will align with Library Hours unless other hours are agreed upon by library staff and the Friends.

5. Efforts to mitigate liability and secure safety are to be seen as positive and will not undermine questions of trust with each group.

B. Use of Specific Library Spaces – Basement

1. The use of space in the library is at the discretion of both the Town Manager and the Library Director. In the spirit of cooperation towards common goals, each group is willing to work towards creating seamless Book Sale events. The following guidelines will be adhered to during and a few months prior to a Book Sale.

a. The Basement back room will be used to allow the sorting of books to occur on an ongoing basis for the Book Sales. Additional space may be added at the discretion of the Town.

b. The additional room, where Children’s Books were previously sorted and displayed, will be used only three weeks prior to the Book Sale in preparation for the event.

c. After the Book Sale is completed, there will be a period of weeding or pruning out books and other items.

d. After the Book Sale, the Children’s Book room will be vacated.

2. Donations other than books are at times provided for the Friends of the Library. Those donations, or purchases, if stored at the library, will become the property of the Town, unless such property is claimed under the Friends insurance (*See Insurance Section B3*).

VI. Financials

Each party understands the financial needs required to support the library in a myriad of ways. This means clear and positive communication will be necessary in order to make sure funds are going towards library purposes. The following will help guide both groups towards mutual partnership in that endeavor.

A. Providing Money

1. Both parties agree to provide financial reports and minutes from each organization to engage in financial transparency.
2. The Friends, having a responsibility to support the library, will look to partner with the Library Director to focus money towards programming.
3. The Library Director will work with the LBOT and The Friends to suggest where money can go towards future programming.
4. The Friends major contribution has been through the Book Sales. Thus, it is important to set clear parameters regarding those funds. The following will be a guideline for partnership forward:
 - a. The LBOT acknowledges the work of The Friends, with the Book Sales, which require donations to the library. This will aid and change the library collection throughout the year.
 - b. The Friends agree that any fundraising will be used towards library programming, projects and operating expenses.
 - c. Physical building upgrades and management should and will be the responsibility of the Select Board within the budget cycle. (The Friends are still open to provide money that helps the physical structure of the library).
 - d. The work of the Friends through the bi-annual Book Sale adds value to discarded books and acts as a resource for the library with these events.

3. Throughout the year, the Library Director can request funds for programming from The Friends. The LBOT will also act as a resource for additional financial support once The Friends have been sought out.

a. The Friends, in good faith with their role and responsibility, will make every effort to assist the library in its programming efforts monetarily.

B. Insurance

1. As part of maintaining the safety and security of everyone involved with the library, acquiring insurance will be crucial.

2. The Friends will obtain insurance as required by the town.

3. Any items, both books and other materials used for operations of The Friends that are stored on town property must be claimed through this insurance and an itemized index provided to the town.

4. Coverage for volunteers while on Town property for Library events or programming will be covered by Town Insurance.

VII. 501 C-3 Status

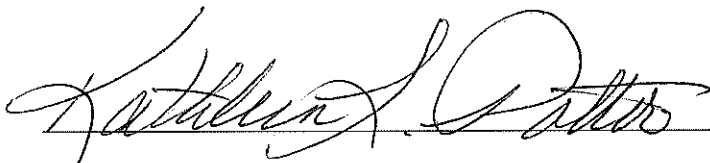
The Friends has operated over the last decade or more as a private non-profit group but has recently become a Non – Profit under Maine State statute and 501 C -3 Status with the IRS is in progress. This designation will aid in the work of the group moving forward and allow the LBOT and the Town to better partner in future programs and efforts.

A. Acquiring Status

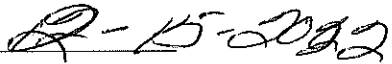
1. The Friends will maintain 501 C-3 status into the future.

Signatures Page

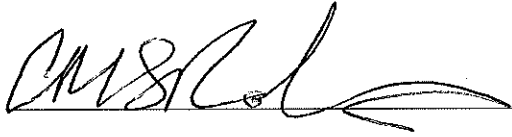
This memorandum of understanding is considered to be in place until such time that either the Friends or the LBOT chooses to modify or discontinue the terms of the agreement, upon request and consultation with the Select Board. In the event of termination of the agreement, the entity wishing to terminate will provide 60 days' notice.




President, Friends of the New Gloucester Library



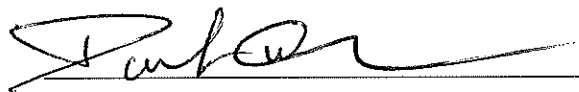
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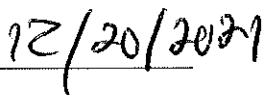
Chair, New Gloucester Library Board of Trustees



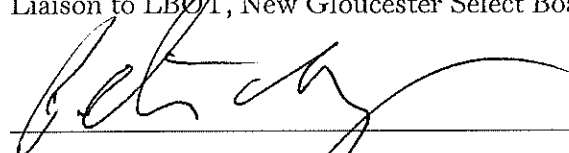
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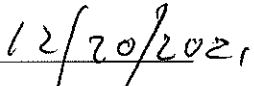
Liaison to LBOT, New Gloucester Select Board



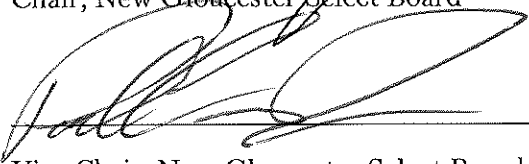
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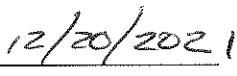
Chair, New Gloucester Select Board



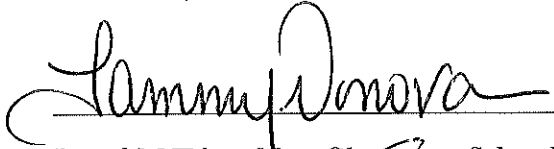
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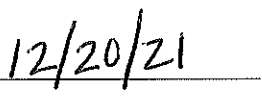
Vice Chair, New Gloucester Select Board



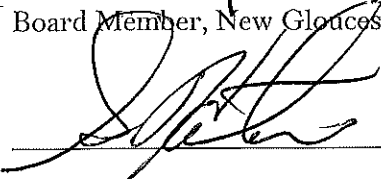
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Board Member, New Gloucester Select Board



Date



Board Member, New Gloucester Select Board

Date