

7

MEMORANDUM OF UNDERSTANDING
By and between the
CITY OF SOUTH BURLINGTON
and the
SOUTH BURLINGTON COMMUNITY LIBRARY BOARD OF TRUSTEES

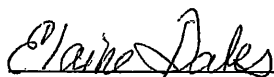
The following is presented in order to fulfill the Library Board's responsibilities under state law as the governing body of the South Burlington Community Library (SBCL). The overriding principle is ongoing collaboration between the Library Board of Trustees (LBOT) and the City of South Burlington (City).

1. Library Director and Personnel
 - a. The Library Board of Trustees will be responsible for hiring, evaluating annually, managing and firing the Library Director, in collaboration with City Management (defined as the City Manager and/or the Deputy City Manager).
 - b. Library personnel will be deemed City employees but subject to hiring, managing, evaluating, and firing by the Library Director, in collaboration with City Management, and in accordance with the City's Personnel Rules & Regulations. The LBOT and the Library Director will consider City Management's views prior to any decisions concerning discipline or discharge of Library personnel. The LBOT must approve all positions posted for hire.
 - c. The LBOT will be responsible for creating, adopting and changing the job description for the Library Director as needed, in collaboration with City Management.
 - d. The LBOT and Library Director will comply with the City's Personnel Rules & Regulations, with the Library Director being deemed a Department Head for application of the Personnel Rules & Regulations to the Library.
 - e. The Library Director will be included in all City staff meetings at the Department Head level and other pertinent meetings as is appropriate.
2. Long range planning
 - a. The LBOT will create a long term plan for the Library, in collaboration with the Library Director and City Management.
 - b. The LBOT will review it annually.
3. Financial management
 - a. The LBOT will work with the Library Director and City Management to create annual and long term capital budgets for presentation to the City Council. The City Council sets the municipal Library budget to be presented for approval by the voters.
 - b. The LBOT will review the Library's annual budget expenditures and revenues every quarter by using financial reports prepared by the City.
 - c. The LBOT will work with the Library Director to make changes within established annual budget line items as needs change throughout the year, within the context of the budget adopted by the voters.
 - d. The LBOT will establish and oversee an independent SBCL Capital Fund account for future financial contributions to the Library with the City serving as custodian.
 - e. The LBOT will oversee the Blanchette Account held by the City, which serves as custodian.
 - f. The LBOT will oversee the Library Gift Account held by the City, which serves as custodian.
 - g. Any Library fundraising or donations will supplement City funding rather than supplant it and cannot be used for any other City purposes.
4. Setting Library policy
 - a. The LBOT will work with the Library Director to set policies that are in the best interests of the residents of this City.
5. Promoting Library use
 - a. The LBOT will be responsible for being advocates in the community for a library that meets current and future needs of the community.
 - b. The LBOT will support Library services and will visit and observe Library operations regularly.

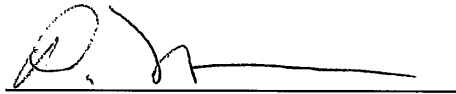
6. Serving as community link
 - a. The LBOT will serve as representatives of all the residents of South Burlington.
 - b. The LBOT will provide the City Council with a list of skills needed by the LBOT to aid them as they select and appoint new LBOT members.
7. Creating Policies, Procedures and Bylaws of the LBOT
 - a. The LBOT will create and regularly review the LBOT's Policies and Procedures along with its Bylaws at least every five years.
 - b. The LBOT will be the governing body of the Library.
 - i. The LBOT will have nine Trustees, appointed by City Council.
 - ii. The LBOT will have a Chair, Vice-Chair, Secretary, and Treasurer elected annually by the LBOT.
 - iii. The LBOT will have a Board Member liaison with the Friends of the SBCL.
 - iv. The LBOT will present, with the Library Director, the Annual Report of the Library to the City Council.
8. Cooperative agreement with the City will be consistent with Vermont State Statute Law
 - a. The overriding goal will be to work together with the City in a spirit of cooperation. The LBOT sees the City providing financial, administrative and human resource services, support and functions as are currently in place at the signing of this MOU.
 - b. As the Library Director needs additional support from the City, these requests will be made as appropriate.
 - c. The LBOT may delegate to City Management the administration of matters which do not involve discretion or policy with regard to the Library and its personnel, although City Management will keep the LBOT and the Library Director apprised of such matters and will consider the LBOT's and the Library Director's views on such matters.
 - d. On matters involving discretion or policy with regard to the Library, the LBOT and Library Director will consult with City Management before taking actions affecting the fiscal interests of the City or the Library and the LBOT and the Library Director will consider City Management's views prior to taking action on such matters.
9. This MOU will be reviewed by both entities periodically, and changes and/or additions will be included as warranted. Either entity has the authority to cancel this agreement upon six months written notice to the other entity.

Dated this ___10___th day of ___October___, 2013 (LBOT)

Dated this ___21___st day of ___October___, 2013 (City Council)



Elaine Dates, Chair
South Burlington Community Library Board of Trustees



Pam Mackenzie, Chair
South Burlington City Council

FOOT NOTE

As approved by the LBOT at the meeting and recorded in the minutes of 10-10-13

As approved by the City Council at the meeting and recorded in the minutes of 10-21-13