

Memorandum of Understanding

Town of Monkton and Russell Memorial Library Board of Trustees

Preamble: The overriding principle is ongoing collaboration between the Library Trustees (Trustees) and the Town of Monkton (Town) as represented by the Selectboard (Board). Both the Trustees and the Town are committed to fostering an environment of mutual respect, collaboration, and shared responsibility.

Definitions: As defined in 22 VSA 141 et. seq., municipal libraries are a part of a municipal corporation. These libraries are subject to all laws that apply to municipal entities. The trustees in the town of Monkton are elected. Elected trustees have broad discretion over the operation of the library. The municipality must fund the library (subject to reasonable limits) as set forth by the Vermont Supreme Court in Hartford Library Trustees v. Town of Hartford, 174 Vt. 598 (2002).

The Russell Memorial Library Library (Library) is the municipal library for the Town of Monkton (Town) and was established in 1913 per reporting on March 28th, 1913 in Middlebury Register and a 1914 report of Vermont Free Library Commission. The Library is governed by an elected body of a minimum of five (5) Trustees. All Library employees are considered employees of the Town and are therefore subject to all Town policies and procedures. The Library is also covered under the town's property and workers compensation insurance policies.

Role and Definitions for Trustees:

- Given the Trustees are a public body as defined by 1 VSA § 310, they are subject to Vermont's Open Meeting law and all the rules and requirements contained therein.
- The Trustees shall have full power to manage the day-to-day operations of the library, make bylaws per 22 V.S.A. § 143, 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.
- The Trustees are entrusted with complying with the budget approved by the voters of Monkton and collaborating with the town selectboard and officials.
- Trustees are required to be responsive to requests for information from town officials and the selectboard.
- Trustees are responsible for the development of the job description, hiring, evaluating, managing and termination of the Lead Librarian and any additional librarians/staff. The

Trustees are responsible for setting salaries for library employees in compliance with state and federal law.

- The Library Trustees will set Library hours.

Agreement re: Use of Space by Monkton Museum and Historical Society

The Library Trustees shall meet with the Monkton Museum and Historical Society at least once annually to ensure use of space is appropriate and resolve any issues as needed. Should any disputes arise, they shall be raised to the Selectboard to be resolved.

Finances: By December 31 of each year, the Trustees will recommend to the Selectboard an annual amount of financial support to be sought from the voters at Town Meeting for the operation of the Library in the next fiscal year. The Town - primarily through the Treasurer - will act as a custodian for all library funds. The Trustees will review Library expenditures and revenues from reports prepared by the Town. The Town will provide financial and administrative support to the Library as to any other Town department. The Town shall pay for electricity and heat. The library shall seek outside grant funding for computers and if no grants are received/pending shall request financial support from the Town by contacting the Selectboard. Computers will be subject to the Town's contract with information technology management firms (as applies). The library is responsible for paying for the costs of the library phone and their share of insurance (worker's comp) as well as the VT childcare tax.

Buildings and Grounds: The Town shall retain title to the lands and building known as the Russell Memorial Library located at the lower level of Monkton Town Hall at 92 Monkton Ridge, North Ferrisburgh, VT 05473 in Monkton, making the buildings, and grounds (which include the patio) as part of the Town's public assets. Consistent with the maintenance of such assets, the responsibilities shall be divided as follows:

- The Town 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 to ensure compliance with federal, state, and local safety standards and codes.
- The trustees are responsible for interior painting, furnishings, books, stacks and offices as well as renovations to the interior spaces of the building designed to improve library functions. The trustees are responsible for monitoring all building standards and codes required by State or Federal Statutes, such as Americans with Disabilities Act, Labor and Industry Regulations,

OSHA/VOSHA, etc. in consultation and collaboration with the Town of Monkton. The point of contact for trustees on these matters shall be the Chair of the Library Trustees.

- The Town of Monkton, 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, shoveling), Mechanical systems (HVAC, electrical, plumbing) as well as day to day maintenance for cleaning, pest management, addressing routine/minor electrical and plumbing issues.
- The Selectboard shall develop and administer a Facility Use form to manage access to library spaces which can be accessed through both the town website and the library website. The Library South Wing is available to the public during library hours and available to be reserved by town committees and officials off-hours. The point of contact for trustees on these matters shall be the Selectboard member responsible for approving the use of town facilities.

Legal Support

The Town shall provide (through its counsel) support on legal matters concerning questions, claims or suits involving property, casualty, liability and personnel issues. Requests for legal advice or opinions should first be brought to the attention of the Selectboard and Town Administrator by the Lead Librarian or Library Trustees. The Selectboard and Town Administrator shall also be made aware of, as soon as practically possible, any lawsuits filed against the Library, Library personnel or Trustees except personal civil suits unrelated to the Library or its operations.

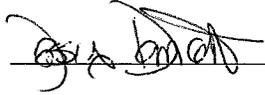
Risk Management

The Town shall provide property and liability insurance as it does for all other buildings and Departments.

Contractual Review: It is agreed that this MOU will be reviewed by both entities periodically, and at the request of either entity, and changes and/or additions will be included as warranted. Further, the Selectboard and Library Trustees shall meet annually to coordinate and check-in or periodically by mutual agreement.

Adopted: December 23, 2025

Signed:



Jessica Demeritt, Selectboard Chair



Janet Fairchild, Chair of Board of Trustees, Russell Memorial Library