Memorandum of Understanding
Between
Hancock Selectboard and
Trustees of Hancock Town Library

1. General.

This document sets forth a formal agreement between the Hancock Selectboard and the Trustees of the Hancock Public Library (the parties) on the division of responsibilities and authority.

2. Meetings.

The parties agree to meet annually in September for the purpose of discussing library maintenance requirements for the upcoming budget year. Additionally, the parties will review this agreement, communicating any changes or questions through the Director of the Library and the Town Administrator. This document should be signed annually in September if changes are made. Since changes may affect the budgets of either party, any changes involving services or expenses will take effect in the next budget year.

3. Division of Responsibilities and Authority.

a) Town responsibilities.

i) Through the annual operating budget, the Town will include funds for benefits, wages and associated payroll taxes.

ii) Property maintenance: mulching (including purchase of mulch), mowing (including the field around the parking lot), keeping area between Mollers and library clear of debris and plant growth, raking/ fall clean up, and snow removal.

iii) Monthly inspections of fire extinguishers.

iv) Annual inspections of fire extinguishers and emergency lighting.

v) Pumping of septic (including digging for access to septic tank).

b) Library responsibilities.

i) Maintenance and repair of building interior including but not limited to normal wear and tear items.

ii) Maintenance, repair and operational expenses of utilities used specifically for library purposes.

iii) Preventative maintenance of furnace and air conditioning units.

iv) Pruning of shrubs and bushes.

Over the years, Library Funds have been utilized to assist with capital projects. Town funds raised through taxation are also used for various projects and maintenance items for the building. It is in the best interest of Hancock residents that both the Selectboard and the Library Trustees continue to work together to meet the needs of the community at an affordable rate by combining Town, Library and whenever possible, grant funds.

SELECTBOARD

[Signature]

Date October 7, 2019

LIBRARY TRUSTEES

[Signature]

Date September 25, 2019