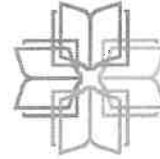




TOWN OF BARRINGTON
NEW HAMPSHIRE



**Barrington
Public Library**
Where Community Connects

Memorandum of Understanding
Between the
Town of Barrington
and the
Barrington Public Library

The Town and the Library agree that working cooperatively is mutually beneficial and, more importantly, benefits Barrington taxpayers. This Memorandum of Understanding sets out and summarizes a cooperative agreement between the Town of Barrington (“the Town”) acting through its Select Board (under RSA 31 “The Powers of Towns”) and the Barrington Public Library (“the Library”) acting through its Board of Trustees (under RSA 202-A regarding the operation of a “Public Library”).

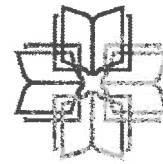
THEREFORE, the Town and the Library do hereby mutually agree as follows:

1. The Town will provide Human Resources services.
 - a. The Library will utilize the Town’s Personnel Policies and Procedures Manual.
 - i. The Library may annually (in January) request changes to the policy as needed.
 - ii. The Town will send any proposed policy changes to the Library before being adopted by the Select Board and the Library will respond with any comments and proposed amendments to those policy changes within 30 days.
 - iii. The Library may, for good cause, grant policy exceptions (as provided for by the policy) and notify the Human Resources Administrator.
 - b. The Library recognizes that the Town has professional Human Resources staff and a labor attorney which should be utilized to minimize liability to the Town.
 - c. The Human Resources Administrator will be involved in all formal corrective of punitive employee actions in the Library, including but not limited to, hiring, firing, and discipline to ensure compliance with the policy manual and employment law. Additionally, the Human Resources Administrator will be available to consult with the Library Director and Trustees on all other employment issues.
 - d. The Town recognizes that, per RSA 202-A:16 and 202-A:17, the Trustees of the Library have sole authority to hire and discharge Library employees.
 - e. The Library will utilize forms for the administration of HR functions designed by the Town. The Library may add or adapt evaluation forms for staff if deemed appropriate and will share such Library-specific forms with the Human Resources Administrator.
2. The Town will provide payroll services.
 - a. The Library will utilize the Town’s time and attendance program to record, review, and approve employee work hours.
 - b. The Town will be responsible for federal withholdings (and related forms) and payroll deductions (FICA, health insurance premiums, supplemental retirement contributions, etc.).



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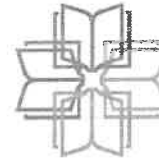
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- c. The Town reserves the right to make changes to the time and attendance program and pay schedule as necessary.
3. The Town will maintain wage and benefits offerings.
 - a. The Library agrees to utilize the same wage scale and offer the same benefits to all employees.
 - b. Pay Plan and Classification Program
 - i. The Select Board will establish and maintain a pay plan and classification program for all employees to maintain internal equity among municipal employees.
 - ii. The Library may request, for Select Board consideration, position classification changes during job description updates or as deemed necessary.
 - iii. The Library will cooperate in any evaluation of positions and benefits.
 - iv. The Library will determine an employee's placement in a classification during hire, promotion, or for good cause.
 - c. Benefits
 - i. Library employees will be provided the same suite of benefits set by the Town and provided to its employees. These benefits currently include: health and dental insurance, long and short-term disability insurance, retirement, unemployment insurance, worker's compensation, and life insurance.
 - ii. The Town will annually calculate the anticipated cost of these benefits to be included in the Library's budget proposal.
 - iii. The Town will notify the Library of any changes to the benefits set by the Town and provided to its employees.
4. The Town and Library will work together to prepare and track the Library budget and capital needs.
 - a. Consistent with N.H. RSA 202-A:11, II, the Library will "prepare an annual budget indicating what support and maintenance of the library will be required out of public funds." It is understood that the Library retains the right and ability to offer budget recommendations at the Select Board Public Hearing and at the Deliberative Session on the proposal submitted by the Town.
 - b. Additionally, consistent with N.H. RSA 202-A:4, the Town "shall annually raise and appropriate a sum of money sufficient to provide and maintain adequate public library service therein or to supplement funds otherwise provided.
 - c. The Library will work with the Town Administrator, Finance Administrator, Select Board, and Advisory Budget Committee annually to develop a Library Operating Budget, which will support the Library's needs.
 - d. The Library maintains responsibility to plan, advocate, and secure all funding for Library needs, including capital needs.
 - e. The Library will submit a capital plan for the Library building, plant, property, and grounds to the Town Planner as requested.
 - f. The Town will fund and the Finance Administrator will supervise an annual audit of the Library's finances.
 - i. The Library will be responsive to all audit requests and findings.



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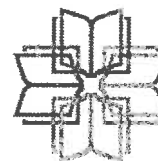
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- g. The Town will provide accounts payable services for the Library.
 - i. The Library will follow all Town financial policies as set by the Select Board.
 - h. The Finance Administrator will track all Library expenditures in the Town's financial management program.
 - i. The Finance Administrator will provide the Library Director with monthly reports of actual and budgeted expenditures for the Library.
- 5. The Town and Library will maintain open communication and a close working relationship.
 - a. The Library will welcome the liaison appointed by the Select Board and their input at Library Trustee Meetings.
 - i. The Select Board liaison will be permitted to attend all public meetings of the Library Trustees, and may be permitted to attend non-public sessions if deemed appropriate by the Trustees.
 - b. The Library Director, or designee, will attend Town Department Head meetings.
 - c. The Library will provide the Town with an annual report of all expenditures and service data for inclusion in the Town Report, as required in RSA 202-A:12.
- 6. The Town will provide facilities and grounds maintenance support to the Library.
 - a. The Town will provide the following services within the Town's operating budget with no additional funding requirements of the Library:
 - i. The Town, through its Working Facilities Manager will provide facilities support and expertise to the Library.
 - 1. Service requests will be submitted in a format determined by the Working Facilities Manager.
 - ii. Grounds maintenance at the Library including mowing and snow removal (including walkways) as the Town's schedule and availability of staff allows.
 - 1. The Library will maintain all gardens on the Library property.
 - iii. The Library will be included in the Town's property and liability insurance coverage and the Town will include the premium costs in its general operating budget.
 - 1. The Town will notify the Library whenever there is a change to the property and liability insurance policy or provider.
 - b. The following activities will be overseen by the Working Facilities Manager and the Library is responsible to properly report, plan, and budget for the expenses:
 - i. The heating system, air conditioning, ventilation, and HVAC repair and upgrades.
 - ii. The generator maintenance, repairs, and upgrades, and annual generator load testing as suggested by the manufacturer.
 - iii. Replacement, maintenance, and repair of the parking lot pavement, parking lot streetlights, sidewalks, curbs, parking lot signage, and drainage.
 - iv. Electrical service, internet services, heating fuel (if any), and pest control services.
 - v. Plumbing maintenance, repairs, and upgrades.



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- vi. Exterior building issues, including siding repair, overhangs, roofing, and windows.
- c. The Library will be responsible to coordinate, plan, and budget for the following:
 - i. Interior painting when needed.
 - ii. Small tasks such as repairing or building display units or furniture, installing wall shelves, keyboard trays, etc.
 - iii. Maintenance of the Library book drop-box housed outside of the Library building.
 - iv. All interior electrical issues, maintenance, repairs, and upgrades.
 - v. Maintenance, repair, and upgrades to any surveillance cameras on the Library's property.
 - vi. All interior floor cleaning and maintenance.
 - vii. Maintenance of the Barrington Public Library sign adjacent to Calef Highway and any other exterior or interior signage at the Library.
 - viii. All interior and exterior cleaning and purchasing of supplies needed.
 - ix. Garden maintenance and plantings.
 - x. Any upgrades to the inside or outside of the Library building that are not included in the Town's Capital Improvement Plan.
 - xi. All other issues deemed appropriate to address by the Library Board of Trustees.

THIS AGREEMENT is subject to timely renegotiation, and may be ended by either party with 60 days written notice as circumstance may require.

Select Board meeting authorizing approval of Agreement: July 14, 2025

Library Trustee meeting authorizing approval of Agreement: June 17, 2025

FOR THE SELECT BOARD

FOR THE LIBRARY TRUSTEES

DocuSigned by:
Tracy Hardekopf
59A1F1F438BD4EE...
Tracy Hardekopf, Select Board
Chair

7/16/2025

Date

Signed by:
Susan Young Gaudiello
897F495A61E3469...
Susan Gaudiello, Library Trustee
Chair

7/21/2025

Date

TOWN ADMINISTRATOR

LIBRARY DIRECTOR

Signed by:
Conner MacIver
53E50B476556432...
Conner MacIver

7/16/2025

Date

Signed by:
Lydia Goodwin
0AEB12246DAD470...
Lydia Goodwin

7/16/2025

Date