

MEMORANDUM OF UNDERSTANDING  
By and between the  
TOWN OF WESTFIELD SELECTBOARD  
and the  
HITCHCOCK MEMORIAL MUSEUM AND LIBRARY TRUSTEES

The following is presented in order to fulfill the Trustee's responsibilities under state law as the governing body of the Hitchcock Memorial Museum and Library (HMML). The overriding principle is ongoing collaboration between the HMML Trustees (Trustees) and the Town of Westfield Selectboard (Selectboard).

1. Library Director and Personnel

- a. The Trustees will be responsible for hiring, evaluating annually, managing and firing the Library Director, in collaboration with the Westfield Selectboard.
- b. Library personnel will be deemed Westfield municipal employees but subject to hiring, managing, evaluating, and firing by the Trustees, in collaboration with the Selectboard, and in accordance with the Town of Westfield's Personnel Policies. The Trustees will consider the Selectboard's views prior to any decisions concerning discipline or discharge of Library personnel. The Trustees must approve all positions posted for hire.
- c. The Trustees will be responsible for creating, adopting and changing the job description for the Library Director as needed, in collaboration with the Selectboard.
- d. The Trustees and Library Director will comply with the Town of Westfield's Personnel Policies.

2. Long Range Planning

- a. The Trustees will create a long-term plan for the HMML in collaboration with the Library Director and the Selectboard.

3. Financial management

- a. The Trustees will work with the Library Director and the Town of Westfield to create annual and long term capital budgets for presentation to the Westfield Selectboard. The Town of Westfield sets the municipal HMML budget to be presented for approval by the Westfield Selectboard.
- b. The Trustees will review the HMML's annual budget expenditures and revenues annually by using financial reports prepared by the Town of Westfield.
- c. The Trustees 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 Trustees will establish and oversee an independent HMML Capital Fund account for future financial contributions to the Library with the Selectboard serving as custodian.
- e. The Trustees will oversee the Dutton Gift Account held by the Town, which serves as custodian.
- f. The Trustees will oversee the Westfield Congregational Church Gift Account held by the Town, which serves as custodian.
- g. Any fundraising or donations by or to the HMML will supplement Town of Westfield's funding rather than supplant it and cannot be used for any other Town purposes.

4. Setting Library policy

- a. The HMML Trustees will work with the Library Director to set policies that are in the best interests of the residents of the Town of Westfield.

5. Promoting Library use

- a. The HMML Trustees will be responsible for being advocates in the community for a library/museum that meets current and future needs of the community.
- b. The HMML Trustees will support HMML's services and will visit and observe operations regularly.

6. Creating Policies, Procedures and Bylaws of the HMML

- a. The Trustees will create the HMML's Policies and Procedures along with its Bylaws, and will review them Annually.
  - b. The Trustees will be the governing body of the HMML.
    - i. The HMML will have 5 Trustees voted upon by the Town of Westfield at Town Meeting.
    - ii. The HMML Trustees will have a Chair, Co-Chair, Secretary, Treasurer, and Facilities Director.
    - iii. The HMML Trustees will present, with the Library Director, the Annual Report of the Library to the Selectboard.
8. Cooperative agreement with the Town will be consistent with Vermont State Statute Law
- a. The overriding goal will be to work together with the Town in a spirit of cooperation. The HMML Trustees sees the Town 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 Town, these requests will be made as appropriate.
7. This MOU will be reviewed by both entities periodically, and changes and/or additions will be included as warranted.

Dated:

Signed:

Jenn Stelma, Chair



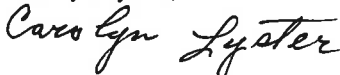
Carrie Glessner, Co-Chair



Karen Blais, Treasurer



Carolyn Lyster, Facilities Director



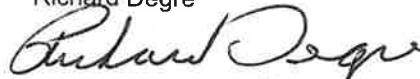
Rebecca Velazquez, Secretary



Jacques Couture



Richard Degre



Dennis Vincent

