

Memorandum of Understanding
Between Friends of the Town of Chester Library
and The Town of Chester Public Library

The following will constitute an operating agreement between the Friends of the Town of Chester Library Public Library (Friends) and the Town of Chester Public Library (Library). It will stand until and unless it is modified by mutual agreement of the Friends board and the Library Board of Trustees. The Friends mission is to focus public attention on Library needs, facilities and services and to conduct money-raising activities to fund Library activities, projects and needs so as to enrich the cultural and educational opportunities available to the citizens served by the Library. As a non-profit, 501c(3) organization, it is a legally distinct entity and is not a part of the Library.

The Library agrees to include the Friends in its long-term planning process to ensure that the Friends are aware of the goals and direction of the Library.

The Library agrees to appoint a member of the Board of Trustees to act as liaison to the Friends and who will attend all Friends meetings as representative of the Library and to provide room on the agenda of each regular meeting of the Board for a Friends report.

The Library agrees to provide the Friends with staff support to assist them with development of Friends promotional materials, mass mailings, meeting coordination, and publicity.

The Library agrees that the Library Director will work with the Friends to determine the Library's needs, both financial and otherwise, which the Friends can assist with.

The Library agrees to provide public space for Friends membership brochures and promotional materials.

The Library agrees to act as agent for receipt of mail directed to the Friends. The Friends will continue to pay the annual fee for the US Postal Service Box for the Library and will provide reasonable notice if it is no longer able to do so.

The Library and The Friends agree that all items purchased by the Friends and designated as part of the Book Arts Collection, along with any display cabinets and/or cases, are the sole property of the Friends, and considered to be on loan to the Library. Notwithstanding that fact, such items may be registered in the Library and SALS systems as part of the Library collection and shall be insured under any coverage on such collection provided by the Library or the Town of Chester.

The Library and The Friends agree that the Friends will maintain and pay website hosting fees and/or other related expenses for the Library website which will contain dedicated pages for Friends information and services.

The Friends agree to publicly support the Library and its policies.

The Friends agree that all members of the Board of Trustees are encouraged to become members of the Friends and will be welcome to attend and participate in all Friends' meetings.

The Friends agree that monies raised will be spent primarily for library materials, equipment programs, services, and other Library defined needs in consultation with the Library Director. At the beginning of each fiscal year, the Friends will advise the Director of anticipated fiscal contributions, which will be contingent and subject to adjustment based on financial conditions and results of fundraising efforts that year.

The Friends agree that the library administration has the final say in accepting or declining any and all gifts made to the library.

The Friends agree to engage in efforts to promote the Library and its programs and activities.

The Friends agree that if they cease to actively fundraise and promote the Library, they will disband allowing for a new Friends group to be established in the future.

Dated: April , 2021

Linda Taverni, Chair, Friends of the Town
of Chester Library

Dated: April , 2021

Lynn Thomas, President, Board of Trustees
of the Town of Chester Library

Approved by the Library Board of Trustees April 21, 2021