

## **Minutes of the KPL MOU (Memorandum of Understanding) Committee.**

Tuesday May 4th, 7:00PM via Zoom conference.

### In attendance:

KPL Trustee representatives: Jennifer Alexander, Judy Putnam, Jane Pitts

Friends of the KPL representatives: Jill Cielinski, David Meader, Mike Chelstowski.

Marti Fiske, Library Director

Purpose: First meeting of the Keene Library Trustees and Friends of the Keene Public Library to form a Memorandum of Understanding between the two groups.

### Reasons:

1. To codify and align a mutual understanding of support between the two groups that will serve as guidance for future decisions concerning the library.
2. To establish procedures for acceptance of donations from the Friends made to the library.

### **Committee goal #1:** Where to begin with our draft of an MOU?

*Discussion:* Jennifer shared a sample draft of an MOU developed by the American Library Association. She also shared a helpful chart\* that illustrated the differences in the roles and responsibilities of the library director, the library trustees, and the Friends groups. The committee read through the succinct draft. What language could be kept? What language would need to be adapted or changed? What language is missing and needs to be added? Are there other sample MOU templates that would warrant review? The committee discussed what kinds of statements belong in an MOU versus what would best belong in policy or guideline companion documents.

### **Committee goal #2:** How best to get the Friends' current process of paying for library programming and materials in observance of the City's process and state law?

*Background:* The Trustee's revision of the library's policy manual, and the decision of the Friends to participate in a casino fundraiser are two recent events that precipitated the Trustees' closer examination of their processes. The Trustees must formally by vote, accept any and all monies given to the library. All monies not accounted for in the Library's operating budget must be accepted through the City process and by state law, and gifts that exceed \$5,000.00 must follow the state law public hearing process whereby a public notification must be made in advance of the acceptance.

Historically, when the Friends have spent their money to pay for programs or materials for the Library, their payment has included reimbursing individual staff members, but not the Trustees. The Trustees have understood the Friends work to be more like a gift which we don't put a monetary value on, but for which we thank the donor. The Trustees never looked at or approved

the Friends' budget, but rather heard of the gift from the Director or from the Friends' Annual Report.

However, since the monetary value is now so high, and the Friends' gift is now considered critical to the running of the Library, we need to find a way to incorporate the monetary value of the Friends part into the overall statement of what it costs to run the Library. It is now understood that we can do that by putting the whole amount of their gift into the Trustee budget, whether or not Trustees ever receive money from the Friends.

*Discussion:* Could the Friends pledge to donate a portion in a lump sum (or lump sum bi-annual or quarterly installments) to the Trustees so that their donation could become part of the restricted funds portion of the Library's operating budget? This way the donation need only go through the acceptance process once per year when the Trustees vote on the budget. ***Could the Friends come up with an estimate of giving to the Trustees that could be incorporated into their June 2021 budget for acceptance?***

Library expenses that can be invoiced can still continue to be paid by the Friends. Expenses that cannot be invoiced (e.g. multiple small receipts, or staff purchases for programming) will need to be paid by the Trustees. The Trustees can accomplish this through the acquisition of a P-Card Credit Card. The Trustees could set up a P-Card account that would be a sub-account of the City. They are able to do this because they share the same tax ID as the City. The P-Card account would carry no fees and extend no running credit past the 25 day cycle. Any balances would need to be paid off in full at the end of each month. There would be online account access to an authorized administrator (Trustee Treasurer), with the ability to set and change spending limits, impose other financial controls, auto pay, and run transactional reports that could be shared with the Friends. P-Cards could be issued to a few select library employees (Director, Asst. Director, Youth Director).

It would need to be determined whether it is better for the Friends to reimburse the Trustees, or deposit a lump sum ahead for the Trustees. A report can be made to the Friends on a regular basis of how their donated funds were spent.

Historically a member of the Friends Finance Committee has attended the Trustee Finance Committee. This would be a good time to re-establish this relationship and critical line of communication between the two groups as these new processes are being defined and put into place. A Finance Trustee would also be amenable to attending the Friends' Finance committee meetings.

#### **ACTION ITEMS:**

1. All Committee Members - Review "Roles and Responsibilities Handout" and sample MOU template language. Contemplate language that would address adherence to City and State statutes vis-a-vis financial processes.

2. Jennifer - convert MOU pdf. into a working Word template for the group's use for next session.
3. Trustee members - Review Trustee policies as they relate to the Friends group.
4. Friends members:
  - a. Review Trustee policies as they relate to the Friends group.
  - b. Share this committee's donation discussion items at their upcoming board meeting.
  - c. A Friends Trustee Finance Committee representative.

## **NEXT MEETING: Wednesday May 19th @ 4:00PM via ZOOM.**

Join Zoom Meeting <https://us02web.zoom.us/j/81951247102> Meeting ID: 819 5124 7102

**Toll free telephone access at 603-766-5646 Participant Code – 981441**

Respectfully submitted,  
Jane Pitts  
5/6/2021

\*Appendix chart from "The Good, the Great, and the Unfriendly: A Librarian's Guide to Working with Friends Groups". Author: Sally Reed.