

Memorandum of Understanding



MUNICIPALITY OF HASTINGS HIGHLANDS

-AND-

HASTINGS HIGHLANDS PUBLIC LIBRARY BOARD

With Respect to the Relationship between

Municipal Administration and Library Administration

Purpose:

To outline the roles and responsibilities of both Municipal Council (“the Municipality”) and the Hastings Highlands Public Library Board (“the Board”), with respect to services provided by the Municipality to the Board, and by the Board to the Municipality.

Governance:

The CEO/Head Librarian of the Library is an employee of the Board, and reports directly to the Board. The Board (7 members) includes one Council representative, and meetings are open to the public.

The CEO/Head Librarian of the Library Board sits as a Member of the Municipality’s Management Team, receives Council agendas and minutes, participates in Senior Management meetings, and attends Council when agenda items are relevant to the Library.

Agendas (available on the website) and Minutes (once approved by the Board) are provided to Council.

The Municipality and the Board commit to share and consult with each other regarding any service delivery review that may impact the other or be helpful to the other.

Services provided by the Municipality to the Board:

Accounting Services, including payroll, accounts payable and receivable, booking including HST remittance, issuing charitable receipts, preparing a monthly report for the Board (provided to the CEO/Head Librarian), coordination of the annual audit, manage banking portfolio, and other financial services from time to time.

Budget Assistance, utilizing the Municipality's Budget templates.

Information Technology Maintenance and Support, excluding specialized library information technology is provided by the same service provider as the Municipality with costs paid by the Library Board.

Human Resources Support, including with assistance (as requested) for personnel matters, Health and Safety compliance, and other HR functions. Library Personnel are included in the Pay Equity Review and will be part of the Wage Grid (once completed). Hastings Highlands Public Library (HHPL) staff is governed under the same Collective Agreement as the Municipality with the same rights and privileges. The staff of the HHPL follows the same HR policies except where the Board has developed its own policy. The HHPL staff participates in any relevant Municipal training opportunities and programs, in addition to specialized Library service training. The HHPL staff is governed through the chain of command under the CEO/Head Librarian reporting to the Library Board.

Procurement of Goods and Services Support, the Board's Procurement Policy will mirror the Municipality's policy, except with regard to the approvals structure, referencing the roles of the CEO/Head Librarian and the Board.

Facility Maintenance, either by the Municipal staff or by a shared contract with a third party.

Municipal Staff advisory services when available and appropriate.

Services provided by the Library:

The Board, through its appointment by Council at the beginning of each term, delivers Library services to the residents of Hastings Highlands, in accordance with the *Public Libraries Act*, and its own stated strategic mission and values.

The Board shall be fully accountable for any/all services provided by the Municipality to the Board, to ensure full compliance with the *Public Libraries Act*.

Accounting Procedures:

The authority to withdraw or deposit funds from the Board Bank Account shall remain vested with the Board in accordance with the *Public Libraries Act* and executed in accordance with Board policy.

The Municipality will continue to include the Fund 05 – Library General Ledger as part of its accounting system structure and will work with the appointed CEO/Head Librarian to conduct regular business. All receipts and disbursements will be applied to the appropriate Fund 05- Library General Ledger Accounts.

The Board shall establish policies with respect to banking resolutions and signing officers through the appointment of a CEO to ensure the effective implementation of those policies in accordance with the *Public Libraries Act*.

The Board is responsible for establishing reserve(s). Any new reserve(s) must be approved by Board resolution.

The Board is responsible for transfer to/from reserve(s) and must be approved by resolution. If a reserve has already been created by the Board through Board resolution, reserve transfers to/from may alternatively be established with the approval of the operating budget.

The Board will follow Municipal accounting policies, practices and procedures.

Dispute Resolution:

The Municipality and the Board hereby acknowledge and agree that either party to this Memorandum of Understanding (MOU) may terminate the MOU upon providing the other party no less than six (6) months prior to written notice of its intention to terminate this Memorandum of Understanding.

If at any time during the term of this Agreement the parties deem it necessary or expedient to make an alternation or an addition to this MOU, they may do so by means of a written amendment between the two parties which shall be supplemental and form part of this MOU.

Summary:

This document may be reviewed and amended from time to time, as deemed appropriate jointly by the Municipality and the Board. The Municipality and the Board are committed to cost-effective delivery of services avoiding unnecessary duplication and costs, and minimizing the impact of support services on the taxpayer.

The Municipality and the Board also commit to an ongoing partnership and collaboration with programming, to avoid duplication and schedule conflicts, and to maximize options and crossover opportunities.

This document does not in any way limit the Board in its appointment decisions for the position of CEO/Head Librarian.

Signatures:

Authorized Representative

Municipality of Hastings Highlands (Mayor) _____

Date: _____

Authorized Representative:

Municipality of Hastings Highlands (CAO/Clerk): _____

Date: _____

Authorized Representative

Hastings Highlands Public Library Board _____

Date: _____

Hastings Highlands Public Library Board: _____

Date: _____