

**Memo of Understanding Between the Alstead Selectboard and the  
Shedd – Porter Memorial Library Trustees  
August 17, 2023**

**PURPOSE AND SCOPE:**

This Statement of Understanding and Agreement sets out and summarizes a cooperative agreement between the Town of Alstead/Selectboard and the Shedd-Porter Memorial Library/Trustees in accordance with RSA 202 - A.

We understand that no matter the effort to define maintenance and capital improvement projects, there could be emergencies or situations that will necessitate a cooperative effort of all to address these needs and we shall work to do so.

We understand that the composition of both the Selectboard and the Trustees may vary from year to year. As such, this document should be reviewed and resigned on or about April 1<sup>st</sup> annually to reflect the agreement between the two boards. Additionally, meetings should be held between the two Boards no later than October 1 of each year to discuss the Library operating budget and capital improvement projects.

**Responsibilities:**

The **Town of Alstead** is the owner of the Shedd-Porter Memorial Library buildings and grounds.

**The Library Trustees**, with the help of the Selectboard, shall prepare an annual budget request with appropriate line items detailing the support required from the Town. This budget request shall be submitted to the Selectboard ~ October 15 each year. The Library Trustees, pursuant to RSA 202-A:11, III, have full authority to expend all funds in this budget once the entire operating budget of the town is approved by the voters. As circumstances warrant, The Library Trustees may choose to pay for capital improvements and repairs through Library assets and accounts.

**The Selectboard**, in support of the library, shall include the annual budget request from the Library Trustees in their proposed operating budget to be presented at the annual Deliberative Session. Throughout the year, all tasks, services, or other items that represent a cost to the Town in relation to the library shall be recorded under the appropriate library line items in the Town operating budget.

The Selectboard, in support of the Library and to provide efficiencies and cost savings, through its employees and subcontractors, shall provide:

- **Routine Maintenance:**
  - Furnace maintenance, repairs and upgrades, including periodic replacement of furnace filters and cleaning the furnace. For efficiency, the Library should be included on the Town's schedule for other building inspections.
  - Weekly pickup of trash and recycling.
  - The routine cleaning of the library's interior.
  - Groundskeeping (excluding gardens) including routine lawn mowing.
  - Snow removal from the sidewalks, front steps, back steps, ledges around the perimeter of the building, and, if necessary, in the judgment of the Public Works Director, the roof. Shovel a path to the library's sign.
  - Twice annually, late fall and in the spring, a professional roofing company shall be hired to clean the gutters and inspect the roof for problems, repairing as needed.
- **Periodic Maintenance:**
  - Plumbing Repairs.
  - Exterior building maintenance, including oil fill valves, and minor repairs to the siding, overhangs, roofing, and windows.
  - Painting, interior or exterior, touched up when needed.
  - Upkeep of entryway stairs.

- Electrical maintenance.
- Replacement of full lighting fixtures and light bulb replacement, interior and exterior-
- Repair of doors.
- Septic and well repairs and periodic pumping of the septic tank.
- Periodic monitoring for problems.
- **Administrative tasks and support:**
  - Access to health insurance, employee benefits, and appropriate training programs for employees of the library.
  - Insurance on the library building and contents against fire and property damage.
  - Payroll processing.
  - Other various administrative and bookkeeping support.

The Board of Trustees of the Shedd-Porter Memorial Library is responsible for the cultural mission of the library along with the collections, programs, and staff and will:

**Provide for Library operations:**

- Initiate, execute, and finance programs consistent with that mission.
- Manage and finance the acquisition of materials for the library's collections.
- Manage library staff, including hiring and dismissal, and set staff hours, working conditions, wages, and benefits.
- Establish the library's days and hours of operation.

**Support the Town's maintenance work by:**

- Continuing to monitor, assess and report needs for the maintenance and upkeep of the building.
- Being mindful of the registration of the Library on the National Register of Historic Buildings, work closely with Alstead's selectmen to address issues concerning the longer-term maintenance and preservation of the building and to plan, finance, and execute capital improvements to the library's building and grounds.

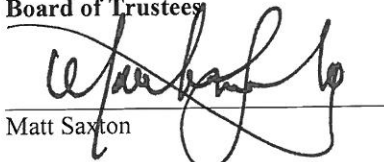
**Alstead Selectboard:**

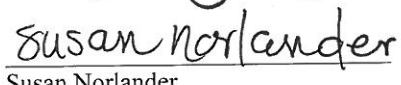
  
 Joel McCarty

  
 Matt Saxton


  
 Gordon Kemp


**Shedd-Porter Memorial Library  
 Board of Trustees**

  
 Matt Saxton

  
 Susan Norlander

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 Kari McShane

  
 Carol Reller

  
 Kathy Torrey

Date: 8/22/23