

**MEMORANDUM OF UNDERSTANDING**

For Custodial and Maintenance Service

At the Barrington Public Library

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The purpose of this Memorandum of Understanding between the Barrington Public Library Board of Trustees and the Town of Barrington is to memorialize the party’s agreement regarding their respective roles in maintaining the town library, which is located within the Town-owned recreation/library building. Both parties have read and agree to the following in regards to maintenance of the library portion of the building.

This Memorandum of Understanding is not intended by either party to constitute an enforceable contract, but rather sets forth the goals of the parties. Either party may withdraw from or ask for revisions to this Memorandum of Understanding at any time. However, understanding that the ability of the parties to meet their joint goals depends in part on the availability of adequate funding through the annual budget, the parties agree to request any changes to the Memorandum of Understanding sufficiently prior to the date that the budget for the following year is been set so as to allow for changes while maintaining budgeted items that were agreed upon in the previous budget year.

President, Library Trustees: \_\_\_\_\_ Date: \_\_\_\_\_

Town Administrator or Selectmen: \_\_\_\_\_ Date: \_\_\_\_\_

**History**

The Town of Barrington has historically chosen to fund major repairs for the recreation/library building from the general government buildings budget line, while smaller repairs and maintenance of the interior of the library are budgeted in the library’s building maintenance line. The following section outlines in detail what tasks/systems fall under each category. The parties shall agree as to the party responsible for any task or system that is not specifically listed. Notwithstanding the allocation of tasks/systems, should the library and town be able to work together on a project that is allocated to the library so as to lower the cost to the taxpayers by the town performing/paying for the work required, the town will assist the library to the extent the town maintenance supervisor has the ability, funds, and staffing to do so. The custodian hired by the library has a job description which is limited to cleaning and minor upkeep and repairs. He does not have the facilities, equipment, budget or time to deal with many larger building-wide items. See attached.

**Town General Government Buildings Line Items**

- HVAC Repairs and Upgrades
- Plumbing Repairs
- Exterior building issues, including siding repair, overhangs, oil fill valves, roofing, windows and painting
- Exterminator services for the building
- Parking lot and curbing issues
- Upkeep of entryway stairs
- Electrical Issues
- Replacement of full lighting fixtures
- Replacement of ceiling tiles
- Replacement or repair of doors
- Water Fountain Repairs
- Septic and well Repairs

### **Library Custodial/Building Repair Tasks and Budget Items**

- All interior cleaning and purchasing of supplies needed
- Minor plumbing such as fixing toilets or leaky faucets, including costs
- Garden Maintenance and Planting, including costs
- Replacing and purchasing all burned out light bulbs
- Minor repair of door hinges and window locks
- Interior painting when needed
- Yearly cleaning of carpets and tile floors
- Choosing, installing, and budgeting for new interior carpet when needed
- Small tasks such as repairing or building display units or furniture, installing wall shelves, keyboard trays, etc.
- If the library chooses to move or add to existing outlets they will be budgeted for within the library budget
- All CAT5 wiring needed to run the library computer systems will be purchased and installed from within the library budget.
- Daily trash removal and recycling
- Sweep path to library/and keep clear of snow in the wintertime