



STAFF REPORT

TOWN COUNCIL MEETING OF JULY 11, 2017

To: Honorable Mayor and Members of the Town Council
 From: Joan L. Phillipe, Interim Town Manager
 Subject: Request to Extend Memorandum of Understanding with Friends of the Library and Amend it to Provide Ability to the Friends to Hire Temporary Staff
 Date: June 28, 2017

RECOMMENDATION ACTION:

Extend MOU to August 31 with an amendment to allow for hiring of temporary staff.

ISSUE STATEMENT AND DISCUSSION:

At the last council meeting, on recommendation of the library board, council accepted the business plan for the library, received a job description for a librarian and approved the proposed budget for the 2017/2018 fiscal year budget. Council also directed staff to prepare for consideration a contract with the Friends of the Library to operate the library. It was indicated during the discussion that the intention was to have the contract on the July agenda for consideration and approval but due to the fact that a new town manager would just be coming on board and the town attorney had provided answers to questions raised by the library board that had not yet been reviewed by that body, it may be that an extra month would be needed. That, in fact, is the case.

New manager Sean Rabe' felt it important to be able to adequately review the contract drafted by legal counsel with the library board as well as evaluate legal counsel responses to the questions raised.

There has also been a request from Friends and Library Board President Jenny Knisley to amend the MOU to provide for hiring of temporary staff. This person would help in covering the desk, work on programs and fill in where needed. Having paid staff would also ensure consistency of desk hours. Staffing to date has been done by volunteers with no provision in the MOU to allow for hiring of any staff. However, with funds now being generated by the voter-approved sales tax, it is reasonable to consider the amendment and staff recommends approving the request.

Section 2.1.2 of the MOU currently reads:

“The Friends will provide interim volunteer staffing until a Library Director or other employee staffing can be hired.”

It is recommended to amend the section to read:

“The Friends will provide interim staffing until a Library Director can be hired. This staffing can be volunteer or a paid employee.”

FINANCIAL IMPLICATIONS:

Cost for staffing would be covered in the library budget adopted at the June council meeting with revenues generated from the new sales tax.

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE TOWN OF LOOMIS AND
THE FRIENDS OF THE LOOMIS LIBRARY**

AMENDMENT #3

1. The Town and Friends of the Loomis Library entered into a Memorandum of Understanding on September 1, 2016 intending to formulate and maintain a cooperative working relationship for the operation of the Loomis Library and Community Learning Center.
2. The MOU expired on December 31, 2016 and was extended until May 31, 2017 and subsequently extended again to July 31, 2017;
3. With the hiring of a new town manager and to afford adequate time for his and the library board to review the draft contract between the town and the Friends of the Loomis Library as prepared by legal counsel;
4. With revenue from the voter approved library tax now being collected and to provide for consistency in desk hours, work on programs and other duties as may be necessary, Section 2.1.2 is hereby amended to read:

“The Friends will provide interim staffing until a Library Director can be hired. This staffing can be volunteer or a paid employee.”

It is agreed by both parties to extend the term of the MOU to August 31, 2017. All other terms and conditions of the MOU remain in full force and effect.

DATED: July 1, 2017

Sean Rabe’
Town Manager

Jenny Knisley
President, Friends of the Loomis Library