



Tucker Free Library

2018 NHLTA Library of the Year

31 Western Avenue

PO Box 688

Henniker, NH 03242

(603) 428-3471

www.tuckerfreelibrary.org

Memorandum of Understanding

Agreement between the Friends of Tucker Free Library and Trustees of Tucker Free Library

The following will constitute an operating agreement between the Friends of Tucker Free Library (FTFL) and the Trustees of Tucker Free Library (TFL). It will stand until and unless it is modified by mutual agreement of the FTFL and TFL. The mission of the Friends of the Tucker Free Library is to provide a public organization for the purpose of enhancing the Tucker Free Library's goal of providing the residents of Henniker with a center for information that stimulates the knowledge, culture and pure enjoyment of reading and learning. Upon reaching the status of a non-profit, 501(c)(3) organization, however, it shall be a legally distinct entity and is not a part of the Library.

TFL agrees to include the FTFL in the long-term planning process to ensure that the Friends are aware of the goals and direction of the Library.

TFL agrees to share with the FTFL the library's strategic initiatives at the beginning of each fiscal year and discuss with the Friends how their resources and support might help forward these initiatives.

TFL agrees to supply the FTFL with a "wish list" each year that indicates the anticipated needs for Friends support.

TFL agrees to provide the FTFL with staff support to assist them with the development of newsletter, mass mailings, meeting coordination, and Friends promotional materials.

TFL agrees to provide public space for FTFL membership brochures and promotional materials.

TFL agrees to provide the FTFL with any storage, meeting space, or office needs.

FTFL agree to publicly support the TFL and its policies.

FTFL agree to include a member from the library's administration as a non-voting presence at all Friends' meetings and to allow room on the agenda for a library report.

FTFL agree that any and all net monies raised will be spent exclusively for library programs, services and other defined needs unless otherwise agreed to by both.

FTFL agree that library administration has the final say in accepting or declining any and all gifts made to the library.

FTFL agree to engage in advocacy efforts on behalf of the Library under the guidance of TFL and the library's Board of Trustees.

FTFL agree that if they cease to actively fundraise and promote TFL, they will disband, allowing for a new FTFL group to be established in the future.

In regards to the following procedural practices:

Finances

All funds of the FTFL shall be deposited in a separate account and shall be disbursed by the FTFL according to its by-laws. Funding requests to the FTFL shall be made by the TFL Director on behalf of the Board of Trustees.

Meetings

The Chair of the FTFL will be welcome to attend meetings of the TFL Board that are open to the public pursuant to the rules governing public and non-public meetings (RSA 91-A:3).

The library director will serve as an ex-officio, non-voting member of the Friends' Board and will attend FTFL meetings. A member of the TFL Board is invited to attend all meetings of the FTFL Board.

Membership

All members of TFL are strongly encourage to be members of the FTFL but shall not hold office or serve on the FTFL Board while affiliated with TFL as a trustee or staff member.

FTFL shall share their membership list with the TFL.

Support and Supplies

TFL will provide storage space for the supplies and archives of the FTFL. The FTFL are responsible for maintaining their archives.

FTFL provide most of the clerical support for their activities: mailing agenda and minutes, processing membership applications, maintaining files, etc.

FTFL are welcome to use the photocopier for FTFL business. Other than photocopies, the FTFL provide their own supplies, paper goods and refreshments, any and all of which can be paid for by funds raised by the FTFL.

Fundraising

Fundraising efforts of the FTFL are directed at funding current programs and projects of the TFL.

Fundraising efforts of the TFL Board are focused on the long-range goals of the TFL.

Advocacy

The FTFL support TFL Board goals, policies, municipal budget requests and initiatives.

Friends of Tucker Free Library voted to adopt agreement on: June 13, 2020

Tucker Free Library Board of Trustees voted to adopt agreement on: May 28, 2020