

## **Memorandum of Understanding between the Emma Andrews Library and Community Center Commission and the Andrews Branch Improvement Association**

The following will constitute an operating agreement between the Andrews Branch Improvement Association and the Emma Andrews Library and Community Center Commission representing the City of Newburyport under the direction of the Mayor. It will stand until and unless it is modified by mutual agreement of the Association and the Commission. The Association mission is to raise money and public awareness in the community to support the services and programs of the Library and Community Center as well as to supply volunteer staffing as needed. As a non-profit, 501 (c) (3) organization, however, it is a legally distinct entity and not part of the Library and Community Center.

The Emma Andrews Library and Community Center Commission agrees to include the Andrews Branch Improvement Association in the long-term planning process to ensure that the Association is aware of the goals and direction of the Library and Community Center.

The Emma Andrews Library and Community Center Commission agrees to share with the Andrews Branch Improvement Association the Library and Community Center's strategic initiatives at the beginning of each fiscal year.

The Emma Andrews Library and Community Center Commission will maintain a presence on the city's website and will link to the Association's website, social media initiatives, and any promotional materials for programming.

The Emma Andrews Library and Community Center Commission will provide public space for Association membership brochures and promotional materials within the Library and Community Center.

The Emma Andrews Library and Community Center Commission has sole decision making on the physical space of the library and community center. The Association must bring requests for space or building modifications to the Commission at a monthly meeting.

The Emma Andrews Library and Community Center Commission agrees to allow room on its monthly agenda for an Association report.

The Association agrees to include a member from the Emma Andrews Library and Community Center Commission as a non-voting presence at all Association meetings and to allow room on the agenda for a Commission report.

The Association agrees to publicly support the Library and Community Center and its mission and its adopted policies and procedures.

The Association agrees that any and all monies raised will be spent exclusively for library and community center programs, services, and other defined needs unless otherwise agreed to by both the Association

and the Emma Andrews Library and Community Center Commission. At the time of this memorandum the Association gives a scholarship to a Newburyport High School student at graduation. There is a dedicated scholarship committee and a dedicated fundraiser to support this.

The Association agrees that the Emma Andrews Library and Community Center Commission has the final say in accepting or declining any and all gifts made to the Library and Community Center based on how said gifts reflect and support the mission of the Library and Community Center and how the gifts impact the physical constraints of the library space.

The Association agrees that if they cease to actively fundraise and promote the Library and Community Center, they will disband, allowing for a new Association or Friends group to be established in the future.

The Emma Andrews Library and Community Center Commission in conjunction with the mayor's office has sole decision on setting the hours of operation and in closing the library for weather related emergencies.

All programming and events shall be authorized by The Emma Andrews Library and Community Center in accordance with the Emma Andrews Library and Community Center Meeting Policy and are scheduled by the Association.

Kim Gleaney Elliott  
7/16/15

Rebecca Wish Esche  
8/13/15