MEMORANDUM OF UNDERSTANDING

Between

The Corporation of the Town of Fort Frances (TOFF)

And

The Fort Frances Public Library Board (FFPLB)

Whereas, the Corporation of the Town of Fort Frances and the Fort Frances Public Library Board are dedicated to working together at many levels to offer a wide range of programs and services to the citizens of the area;

And both parties believe that the spirit of cooperation will lead to the growth and development of the whole community;

And both parties are committed to making the most efficient use of staff and resources;

And that the Corporation of the Town of Fort Frances assumes ownership and responsibility for 601 Reid Avenue under the following conditions:
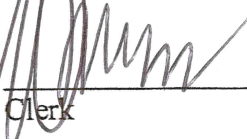
- That 601 Reid Avenue be provided to the FFPLB for the sole use as the Fort Frances Library and Technology Centre (FFLTC) as long as is deemed necessary by the FFPLB;

- That the TOFF provide outdoor maintenance services including snow removal from the parking lot and sidewalks, cleaning of the parking lot, grass cutting and garbage disposal. The FFPLB will be responsible for watering and weeding gardens. Costs for these services will be allocated to the Library's cost centers with the exception of grass cutting and garbage disposal. In an effort to achieve savings, primarily TOFF employees will facilitate the provision of these services. The costs of snow clearing and removal and lighting will be allocated to the FFPLB based on the number of parking spaces attributed to the Library building occupancy (37 of the 105 spots in the southeast parking lot adjacent to the library or 35%). The remaining costs for the parking lot will be allocated to the Memorial Sportscentre. Cleaning of the parking lot will utilize the same costing formula as snow clearing and removal.

- That the TOFF provides adequate liability, Board errors and omissions, and property insurance as part of the municipal insurance package and provides detailed information to the Library Board. Moveable assets (including furniture and equipment) of the FFPLB included in the municipal insurance package are for the sole use of the FFPLTC and the purchase, sale, or disposal of these assets is the responsibility of the FFPLB.

- That the TOFF will provide regular preventative maintenance and checks of the building, mechanical, electrical, and heat recovery systems. These costs will be allocated to the FFPLB. For works other than warranty claims, TOFF contracted firms will be utilized.

- That the TOFF will maintain a dedicated Library reserve account to address future capital requirements as a result of the evolving needs of the FFPLTC in our community. Any interest earned will be reconciled within the account on a yearly basis. The year-end reserve fund account report will be sent to the FFPLB.
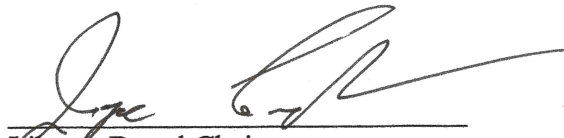
- All Financial matters including but not limited to payroll, accounts payable and accounts receivable shall be performed by the TOFF Treasury Department. The Library CEO will work with the Treasurer to ensure a smooth and open procedure.

- The staff of the FFPLTC will be expected to be familiar with their Information Technology systems and will be able to perform installations, updates, maintenance, routine operations and basic troubleshooting including accessing software support from the vendors who have provided systems. The Town of Fort Frances will primarily provide IT support with regards to the Town's network resources including connectivity, email, network folders and software that is used in common by other Town of Fort Frances Divisions. The TOFF will provide Information Technology support services when non-routine issues arise that FFPLTC staff have not been able to resolve.

- The Human Resources Manager and the Library Chief Executive Officer will work together on all human resources related matters including but not limited to salary and benefit administration, training, health and safety, employee relations, recruitment and selection, policy administration, and all legislative requirements.

Signed at Fort Frances on _November 7, 2012_

_____
Mayor

_____
Clerk

_____
Library Board Chair

_____
Library CEO