

## Citizens Library Governance Advisory Committee

### Draft Charge, 1/8/2023

The Committee is charged with helping to resolve certain structural issues in the way the Citizens 'Library Trustees govern within the Acton library system. The goal is to enhance the library patron and staff experience and maintain a close and collaborative relationship between the two libraries.

The committee will consist of ten voting members appointed by the Select Board:

- all three current Citizens 'Library Trustees (CLT)
- one representative from the Select Board (SB)
- three representatives from the Acton Memorial Library Board of Trustees (MLT)
- one representative from the Friends of the Acton Libraries
- the Director of Acton Libraries, and
- the Town Manager or his designee.

Terms of service will be until the completion of the committee's work. The committee will sunset after the completion of the tasks described below.

#### **Create a Memorandum of Understanding**

Insofar as the Committee determines the usefulness of such a document, it will draft a Memorandum of Understanding (MOU) between the CLT, the MLT and the SB. This MOU will represent a shared agreement on the currently assumed responsibilities and authorities of the CLT.

The committee should first agree on a set of points to be included in the MOU, with the understanding that these points should be expected to have a positive vote by all three bodies, and so members should be checking back with their Boards as needed.

Then, staff will draft an MOU based on those points. When a draft is passed by a majority vote of the committee, the MOU will be sent to the three bodies for approval.

#### **Structural Governance Solution**

The committee will develop a recommendation for any additional formal process that would best address the legal ambiguity. This might include, for example, a

recommendation for a new Town bylaw, changes to the Town or AML Charter, or other documents that describe how the library system works in Acton.

The Committee is expected to review the CL Board of Trustees role as it relates to the operation and management of the Citizens 'Library, and the current responsibilities and needs of staff. The Committee may need to review historic documents pertaining to the establishment of the libraries.

The Committee should engage in public outreach to gather feedback on the proposed governance structure, and should also consult with Town Counsel, as needed, and determined by the Town Manager;

This work will result in a final report to the three Boards, with recommendations on how to proceed. The report should include a summary of the financial, legal, and other analyses that went into the recommendation.

After this final report is produced, the Select Board and staff will review the recommendations and work with the other Boards to develop a shared work plan for how to implement next steps.