

**Ellsworth Public Library  
Board of Trustees  
Minutes of the September 26, 2016 Meeting**

**Attendance:** Mr. Ron Fortier, Chairperson; Mr. Raymond Williams, Treasurer; Ms. Wendy Lessard, Secretary; Mrs. Anne Lusby; Mrs. Jane McLetchie; Mrs. Charlene Clemons, Interim Director.

Ms. Brenda Gatcomb of Acadia Trust reported on performance of the Henry Austin Trust fund and reviewed the current market.

**Call to Order**

Meeting called to order at 7:25 P.M.

**Minutes**

Ray Williams moved to approve the minutes of the August 22, 2016 meeting as revised.

Anne Lusby seconded.

Approved 5-0.

Ray Williams moved to approve the minutes of the September 7, 2016 Special Meeting as written.

Anne Lusby seconded.

Approved 5-0.

**Financial Reports and Planning**

**a. Treasurer's Report**

Ray reported on his monitoring of the increased power costs, which he believes to be tied to the increased air conditioning needs this summer. He will continue to monitor this line.

Ray reviewed Library accounts, and reported some errors in Account 80 continue. Deep concern raised over the continued discrepancies with City Hall, and with the added burden of setting up a parallel accounting system in the Library. The potential need for an audit was raised. Ray and Charlene Clemons will work on this in early October.

Wendy Lessard moved to accept the Treasurer's Report as read.

Jane McLetchie seconded.

Approved 5-0.

**b. Endowment**

No report.

**Town Warrants Report**

**a. Review of Town Meeting Assignments**

None reviewed.

**b. Town Meeting Results**

Amherst approved \$100 contribution; no Trustee attended.

Ray is trying to speak with our Great Pond contact.

Our contact with Hancock has requested the petition by Election Day to gather signatures in a timely manner.

Charlene has begun work on the formula review so the Board can begin ascertaining the new card holder request amount.

**Building and Grounds Report**

Edmund Murray's submitted report reviewed. Thank you to Anne Lusby for the daffodil bulbs donation.

**Friends of the Library Report**

The Friends' next book sale is October 28, 29. October 4 is their Annual Meeting, to be held at the Library.

**Director's Report**

Trustees reviewed Charlene's report.

**Unfinished Business**

**a. Fire Escape Enclosure**

Ron Fortier continues to attempt contact with a contractor in regards to getting the fire escape enclosed, and will continue to do so.

**b. Update on the Tisdale House Window Project**

Ron will meet with the contractor and the Ellsworth Historical Preservation Committee Friday the 30<sup>th</sup> at City Hall to review the project, seeking the required Certificate of Appropriateness.

Ray Williams moved that payment for the Tisdale House Window Project, up to \$45,000, be taken from Account 59016, Capital Improvements, and to rescind the vote from September 7, 2016 to take funds from Account 54002.

Anne Lusby seconded.

Approved 5-0.

Ron sought and received consensus to send out the painting RFP.

**c. Director Interview Committee – Update**

Wendy Lessard updated the Board in the progress of the Director Search Committee.

Wendy Lessard moved that the Board of Trustees reimburse for up to 2 lunches for the Director Search Committee, out of Account 52010, Conferences and Meetings.

Anne Lusby seconded.

Approved 5-0.

The second interviews for the new Director are scheduled for October 17, at 5:30 and 6:30, at Ellsworth Public Library.

A decision on the new Director should be able to be made at the October 24 meeting.

**d. Report on Meeting with City Finance Committee**

Wendy shared the results of her presentation of verifiable salary comparison information at a recent City Finance Committee Meeting, and that City Manager Cole requested that a category comparing Ellsworth Public Library salaries to others in the same geographic region be added. Wendy will work on that with the help of Library administrators, after the Director Search is over.

**New Business**

**a. Interim Director Evaluation**

Jane, Wendy, nor Anne received the evaluation form, and will fill it out as soon as possible once received. Ron will compile results, and review with Charlene and the Board.

**Public Comment**

None.

**Adjournment**

Wendy Lessard moved to adjourn.

Anne Lusby seconded.

Approved 5-0.

Meeting adjourned at 8:37 P.M.

Respectfully submitted,

Wendy Lessard

Secretary