



20 State Street, Ellsworth, ME 04605 · 207-667-6363 · ellsworthlibrary.net

Minutes of the Meeting of the Ellsworth Public Library Board of Trustees October 20, 2020

Attending

Ron Fortier (Chair), Anne Lusby (Treasurer), Spencer Patterson King (Secretary), Craig MacDonald, Kathleen Cravens, Amy Wisehart (Director)

Call to Order

Meeting called order at 6:02 pm

Consent Agenda

- 1. Minutes of the September 15, 2020 Regular Meeting**
- 2. Financial Reports and Planning**
 - a) Treasurer's Report**
 - b) Annual Appeal Report**
- 3. Building and Grounds Report**
- 4. Director's Report**

Anne Lusby moved to approve the consent agenda
Craig MacDonald seconded
5-0

Friends of the Library Report

No meeting to report

Unfinished Business

1. Supporting Town Funding

Reviewed state of funding from service area towns. Trustees discussed planning for outreach to service towns for next budget planning season.

Spencer Patterson King moved to authorize the Director for the next three years to maintain the per capita rate of the funding notices sent to service area towns at the Director's discretion

Anne Lusby seconded
5-0

2. Fundraising Update

The art auction has some committed artists. Trustees discussed reaching out to the high school art teacher.

3. Roofing Project

Window received and installation is expected to fix the leak.

New Business

1. Lending Policy Review

Trustees reviewed suggested changes to the lending policy. Trustees discussed options for family cards. The Director will look at the best and most efficient operational way to implement family cards and temporary cards, consult with staff, and bring recommendations to the next regular meeting.

2. HVAC Proposal

Trustees discussed proposed options for HVAC augmentation provided by Thayer.

Craig MacDonald moved to table action on the HVAC proposal until further information is provided

Anne Lusby seconded

5-0

3. Director Evaluation

Spencer Patterson King will prepare an edited evaluation form and share it with the board to complete; he will then compile them to present at the December meeting.

Kathleen Cravens moved to issue a performance review encompassing two years as a one-time exception the standing policy for annual review due to the impacts of the pandemic

Craig MacDonald seconded

5-0

4. Appointment of Trustee Liaisons to Employee Association

Craig MacDonald and Spencer Patterson King volunteered to act as liaisons.

5. New State Paid Leave Law

Trustees reviewed pending changes to paid leave time described by state law. Changes to the personnel policy will likely be necessary. Since benefits management is largely dependent on city management, proposed changes will likely wait until city management makes recommendations for changes to the cafeteria plan.

6. COVID Planning

Trustees discussed potential options if there is another required shutdown.

Public Comment

None

Executive session per MRSA Title 1, Chapter 13, Sec 405, Paragraph 6A to discuss employment matters

Spencer Patterson King moved to enter executive session at 8:14 pm

Craig MacDonald seconded

5-0

Spencer Patterson King moved to exit executive session at 8:27 pm

Craig MacDonald seconded

5-0

Adjournment

Anne Lusby moved to adjourn at 8:27 pm

Craig MacDonald seconded

5-0

Respectfully submitted,

Spencer Patterson King, Secretary