

**Ellsworth Public Library  
Board of Trustees  
Minutes of the  
August 22, 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; Mrs. Sandy Abbott, Assistant Director.

**Presentation by Mr. Scott Hammond of First Advisors**

Mr. Hammond reported out on fund management for year to date.

**Public Bid Opening for Window Replacement Project**

No bids received.

**Call to Order**

Meeting called to order at 7:31 p.m.

**Minutes of the July 25, 2016 Regular Meeting**

Anne Lusby moved to approve the minutes of the July 25, 2016 meeting as written.

Wendy Lessard seconded.

Approved 5-0.

**Financial Reports and Planning**

**a. Treasurer's Report**

Ray Williams reported out on budgetary spending thus far. He noted a higher than expected expenditure on power, and is monitoring that.

**b. Endowments**

Account 80 still not totally correct. Some errors have been corrected since Sandy Abbott and Charlene Clemons met with Tammy Mote, and some have not. The Library will start tracking spending out of each fund on its own, parallel to City Hall's record keeping, and will perform a monthly check of deposits and receipts. Charlene will call Tammy at the start of September for status update. Ray may go to City Hall if his input is still needed. Also noted is that the Library is not yet receiving interest on its accounts.

Wendy inquired about Ray's project of locating documentation for the use of donations intended for the endowment; by Charter, the Trustees do have the authority to manage the endowment. Ray will work on having a statement of support for next year's budget cycle.

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

Anne Lusby seconded.

Approved 5-0.

## **Town Warrants Report**

### **a. Review of Town Meeting Assignments**

Wendy	Aurora	9/12	6:30 p.m.
Ron	Amherst	9/24	1:00 p.m.
?	Sorrento	9/26	Conflict with next Trustee meeting

### **b. Town Meeting Results**

\$28,734.00 received to date for FY2017.

## **Building and Grounds**

Edmund Murray's report received and reviewed. Ron asked GT Electric for a quote on the chandeliers in the main part of the Library, as current configuration is inefficient. Ron also inquired about the possibility of a LED retrofit.

## **Friends of the Ellsworth Public Library**

Another successful book sale by the Friends earned \$1,500.

## **Director's Report**

Charlene reviewed her report. Trustees raised multiple concerns about the new e-mail system, regarding passwords, password changes, being unable to reply to messages, and the inability to change the subject line. These should all be noted and referred to the City's IT department.

## **Unfinished Business**

### **a. Internet Policy**

Ray Williams moved that the Ellsworth Public Library's Computer and Internet Use Policy, last reviewed by Trustees on February 17, 2015, be adopted in its present revision including the change to full recognition of the Children's Internet Protection Act written out before its acronym usage, with the new provisions of changing the shut down time for computers.

Seconded by Anne Lusby.

Approved 5-0.

Ray Williams moved to adopt the Internet Safety Policy for Ellsworth Public Library with the revision to Section 3, Paragraph 1, to omit the phrase "or other forms of electronic communications".

Ron Fortier seconded.

Approved 5-0.

### **b. Heat Tape on Connector Roof**

Ron Fortier moved to ask GT Electric to install the heat tape on the connector roof before winter, and for this to be paid out of Building Maintenance.

Wendy Lessard seconded.

Approved 5-0.

c. **Fire Escape Enclosure**

Ron will call to obtain more information on quotes for the next meeting.

d. **Director Interview Committee Update**

Wendy updated the Board on progress in the search process. The Board decided to do a second interview of the candidates, with the entire Board. Wendy asked for clarification about salary options.

e. **Contract Language**

Ray Williams moved to accept the revision of the Holiday Comp Time as submitted, which reads, *If a holiday recognized by the City falls on a full-time hourly employee's scheduled day off, the employee may take the holiday on another day during the same calendar month. If it is not reasonably feasible for the employee to take a day off during that calendar month, the Director may, in the Director's sole discretion, extend the time for taking the holiday.*

Wendy Lessard seconded.

Approved 5-0.

Ron Fortier moved that the Staff Employee Agreement be modified to include the paragraph regarding lines of communication and supervision as written by the City Attorney, which reads, *Lines of communication and supervision are as follows: Trustees oversee the Director; the Director oversees Staff. Staff are to communicate with the Director about matters pertaining to daily operation, except that Staff should report claims of sexual harassment, other forms of harassment based on a legally protected category, and/or violations of rule of law to the Director, a Trustee, or the City of Ellsworth Human Resources representative. Nothing herein prevents Staff from attending a Trustee meeting as members of the general public.*

Wendy Lessard seconded.

Approved 5-0.

f. **Abby Morrow's Proposal**

Abby Morrow added clarification to her proposal from July 8. The Board had many commendations for the proposal, and had concerns over timing with the Director search.

Ray Williams moved to table the matter and bring it forward for further consideration in January, 2017.

Ron Fortier seconded.

Approved 5-0.

**New Business**

a. **Posting of Board Meeting Minutes on Library's Web Page**

Ray Williams moved to post the Board of Trustee Minutes on the Library's web page, after their approval, starting with July, 2016 meeting minutes.

Wendy Lessard seconded.

Approved 5-0.

**b. City Council Finance Committee Meeting in September**

Wendy and Ron will attend a Finance Committee meeting in September to share an updated, verifiable salary comparison data sheet, as a follow up to unverifiable data the City Council were given during the last budget process.

**Request for Proposals – painting**

Anne Lusby moved to move forward to advertise the Request for Proposals (RFP) to paint the exterior of the Library and sign.

Wendy Lessard seconded.

Approved 5-0.

This RFP will be submitted for next week's *Ellsworth American*.

**Other Business**

Charlene Clemons obtained permission for the Labor Day week off from work.

Charlene also presented on her discussion with Peggy O'Kane from the State Library concerning a federal grant to digitize the newspaper collection, at no cost to Ellsworth Public Library.

**Public Comment**

None.

**Adjournment**

Anne Lusby moved to adjourn.

Ray Williams seconded.

Approved 5-0.

Meeting adjourned at 9:29.

Respectfully submitted,

Wendy Lessard

Secretary