

**Ellsworth Public Library  
Board of Trustees  
Minutes of the  
October 24, 2016 Meeting**

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

**Call to Order**

Meeting called to order at 6:56.

**Minutes**

Anne Lusby moved to approve the minutes of the September 26, 2016 regular meeting as written.

Wendy Lessard seconded.

Approved 5-0.

**Financial Reports**

Ray Williams reported out on various Trustee accounts. He and Charlene Clemons continue to monitor the electricity expense line. Ray plans to meet with Charlene in the next month to review Fund 80 accounts. Reports have been received from First Advisors and on the Austin Fund.

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

Jane McLetchie seconded.

Approved 5-0.

**Town Warrants**

a. **Review of Town Meeting Assignment**

Lamoine budget documents need to be in by the end of November for their budget meeting in December.

b. **Town Meeting Results**

Sorrento approved \$1,200 and Great Pond approved \$75.

c. **LSA FY2018 Funding Formula**

Anne Lusby moved to increase cardholder fees for LSA supporting towns to \$27/cardholder for FY2018.

Jane McLetchie seconded.

Approved 5-0.

**Building and Grounds Report**

Reviewed Edmund Murray's report. Ron Fortier met with Alan Ashmore in regards to the fire escape roof project. The metal roof will not enclose it, but will keep ice from building up. The quote should be in soon.

The elevator remains a concern and is not fixable. This will be addressed in the next budget.

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

No report. Their book sale is this Friday and Saturday.

## **Director's Report**

Charlene Clemons reviewed her report. She also discussed the now vacant Administrative Assistant position, recommending the Library wait for the new Director to review and possibly reconfigure this position.

## **Unfinished Business**

### **a. Update on Tisdale House Window Project**

Ron Fortier sent the contract to the contractor, and has the Certificate of Appropriateness from the Historical Society. There will probably be two separate bills, one for the Windows which will not be ready for about a month, and a second bill for installation. Ron Fortier will inspect the windows upon delivery and before payment is authorized.

Ron has directed the contractor to coordinate work with Edmund and the Director or Interim Director; the contractor is prepared to work with any interior lead paint and is aware he will need to take pictures of anything uncovered for the Historical Society. Once the contract is signed, Ron will prepare and circulate a press release for the *Ellsworth American*.

### **b. Update on Fire Escape Cover**

See Buildings and Grounds.

### **c. Director Search – Update**

Wendy Lessard shared the chosen candidate's counter offer and requests.

Ray Williams moved to counter offer \$62,000 as a salary and a start date of December 1, 2016.

Ron Fortier seconded.

Approved 5-0.

## **New Business**

### **a. Act to Approve Compensation for Assistant Director for Committee Assignment**

Wendy Lessard moved to offer Sandy Abbott 10 hours of compensation time for participating in the Director Interview Committee on her scheduled vacation.

Jane McLetchie seconded.

Approved 5-0.

### **b. Information on the Fair Labor Standards Act**

Charlene Clemons provided a handout. Topic tabled until the November meeting.

## **Public Comment**

None.

**Adjournment**

Ray Williams moved to adjourn.

Wendy Lessard seconded.

Approved 5-0.

Meeting adjourned at 8:15.

Respectfully submitted,

Wendy Lessard

EPL Secretary