



20 State Street, Ellsworth, ME 04605 · 207- 667- 6363 · www.ellsworth.lib.me.us

**Minutes of the Ellsworth Public Library Board of Trustees
Monday, January 28, 2019**

**Attending: Ron Fortier, Chairman; Jane McLetchie, Secretary;
Spencer Patterson King; Martha Nordstrom; Amy Wishart, Director**

Call to order at: 5:12

Minutes of the December 20, 2018 Regular Meeting

Martha Nordstrom moved to accept the minutes of the December 20, 2018 meeting.

Seconded by Spencer Patterson King

Approved 4-0

Financial Reports and Planning

a. Treasurer's Report

Amy Wishart reported that the Fund 80 account is \$77,088. The library has used 45.1% of the budget to date.

Spencer Patterson King motioned to accept the Treasurer's Report

Seconded by Jane McLetchie

Approved 4-0

b. Annual Appeal Report

The Director reported that so far 203 donors have donated \$13,840.00. Our net profit is \$10,696.17.

Town Warrants Report

a. Review of Town Meeting Assignments

Ron Fortier will meet with Franklin's Budget Committee.

b. Town Meeting Results

none

Building and Grounds Report

Edmund Murray reported that on January 3rd the State of Maine elevator inspector found two violations. The door closer on the elevator machine room was fixed and the other violation – to install an escutcheon (plastic sleeve) where the mechanical key is inserted on each door on all three floors will be fixed by Pine State Elevator.

After an incident on the elevator it was found that the volume on the two way communication line is too low. Hopefully, Pine State Elevator can fix this problem on their next visit.

Friends of the Library Report

Jane McLetchie reported that \$390.00 was raised at the one day January book sale. The next one day sale will be on March 9th, and our next meeting will be on February 6th at 3 o'clock. At the January meeting all budget requests from the library were approved.

Director's Report

The Director reported that:

- She visited the Franklin Library
- The library is piloting a new desk schedule. It will be reviewed with the staff in a few weeks to see how it is working.
- There will be a staff communication training on February 5th. The library will be closed that morning.
- The library has received three grants.
- She and Keli will attend the Family Place Libraries training in May.
- Parents of babies were surveyed to find out programming interests and the best time to hold the programs.

Unfinished Business

a. FY20 Budget Review

No report

b. Capital Improvement Plan

The Trustees discussed projects needed at the library costing over \$10,000. The need for new energy efficient windows in the addition was mentioned.

New Business

a. Discussion of Floor Space Requirements

The feasibility of flooring over the open second floor area was discussed.

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

Martha Nordstrom moved to enter Executive Session at 5:46

Seconded by Spencer Patterson King

Approved 4-0

Spencer Patterson King moved to leave Executive Session at 6:12

Seconded by Martha Nordstrom

Approved 4-0

c. 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 6:15

Seconded by Ron Fortier

Approved 4-0

Spencer Patterson King moved to leave Executive Session at 7:09

Seconded by Martha Nordstrom

Approved 4-0

Public Comment

None

Adjournment

Spencer Patterson King moved to adjourn at 7:18

Seconded by Martha Nordstrom

Approved 4-0

Respectfully submitted,

Jane McLetchie, EPL Trustee Secretary