



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

Minutes of the Meeting of the Ellsworth Public Library Board of Trustees January 19, 2021

Attending

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

Call to Order

Meeting called order at 6:02 pm

Consent Agenda

- 1. Minutes of the December 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

Franklin request submitted. Hancock petition for warrant is well underway, and it looks like we will have enough signatures to be on the town warrant.

2. Fundraising Update

Art auction raised roughly \$1,800. The committee had a debriefing meeting afterward to review what went well, what we might like to change running the event again. Overall, the auction seems to have gone very well for artists, bidders, and the Library.

3. Personnel Ordinance

City approved their changes to the personnel ordinance. Amy Wisehart will get the final language from the city lawyer to provide to Craig MacDonald and Spencer Patterson King for their meeting with the staff association liaisons.

Anne Lusby moved to table action until February's regular meeting

Kathleen Cravens seconded

5-0

4. COVID Planning

The board reviewed the current contingency plans created by the Director and reviewed factors affecting other local library actions. The state library checklist has been updated, and the Director will share that with the board for reference.

New Business

1. Annual Appeal

Anne Lusby briefed the board on the large amount of support the library received on this year's annual appeal. She raised the idea of altering the timing of the next annual appeal to see if that increases donations.

2. Open Hours

The board discussed whether midweek open hours should be adjusted during the winter. Amy Wisehart recommended retaining the evening hour to keep library availability for patrons who work until five pm. For this fiscal year, the library will come under projected personnel costs due to some early-in-the-year staffing changes; so adjusting hours for budgetary reasons is not an issue. The board discussed revisiting winter hours next fiscal year if necessary.

Current patron activity includes over 100 visits per day, and current staffing is appropriately set to support their library usage.

3. Love My Library Campaign

Amy Wisehart discussed options for this year's Love My Library campaign with the board. The board discussed the merits of options, and requested the Director get estimates on low-cost options that might have the highest impact.

4. **FY22 Budget**

The city has not requested our budget proposal yet, which it typically does in December. The Director reviewed the FY22 budget with the board. City of Ellsworth appropriation was reduced \$16,965.40. Revenue from other sources increased \$15,800 to a total of \$126,300, the most the Library has ever budgeted from other sources.

Craig MacDonald moved to approve the budget as presented
Spencer Patterson King seconded
5-0

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 7:35 pm
Anne Lusby seconded
5-0

Spencer Patterson King moved to exit executive session at 7:50 pm
Anne Lusby seconded
5-0

Adjournment

Anne Lusby moved to adjourn at 7:50 pm
Spencer Patterson King seconded
5-0

Respectfully submitted,

Spencer Patterson King, Secretary