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Minutes of the Meeting of the Ellsworth Public Library Board of Trustees September 20, 2022

Attending

Craig MacDonald (Chair), Anne Lusby (Treasurer), Spencer Patterson King (Secretary),* Kathleen Cravens, Kristen Onos, Charlene Clemons (Interim Director), Sandy Abbott (Assistant Director)

*arrived late, after the Friends of the Library Report

Call to Order

Meeting called order at 6:30pm

Public Comment

None

Consent Agenda

- 1. Minutes of the August 16, 2022 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

Kristen Onos seconded

4-0

Friends of the Library Report

Anne Lusby, Sandy Abbott, and Charlene Clemons met with the Friends of the Library on September 7. There is a three-day book sale planned for October 27-29. The Friends purchased a new Christmas tree for display in the window. The Friends voted to purchase new DVD players for use by patrons and voted to purchase Canva software for use by Library staff.

Unfinished Business

- 1. Job offer results**

An offer has been extended to a candidate. References have been checked. We are in the process of coordinating the in-person visit before finalization with paperwork.

2. Storage Room project

Storage room project is going well. There will be a sort of yard sale in approximately three weeks of select storage room items to raise funds.

3. Annual Appeal Letter

The design is completed. The letter, inner envelope, and outer envelope will cost about \$1600. James has the addressees' information prepared. Library volunteers will stuff envelopes and take those to city hall for the use of the postage meter.

Update from the hiring committee

Notices will go out to the other candidates regarding the decision.

New Business

1. Sorrento funding

The funding request letter mailed to Sorrento for the FY 2022 / 2023 was not received. Consequently, the amount was not listed on the town warrant. After discussion, the board was in consensus to support the Interim Director working with the Sorrento town leaders on reconciliation.

2. Staffing

The Interim Director apprised the Board of current staffing levels and needs.

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

Kristen Onos moved to enter executive session at 7:21pm

Spencer Patterson King seconded

5-0

Spencer Patterson King moved to exit executive session at 7:23pm

Kristen Onos seconded

5-0

Kathleen Cravens moved to approve a one-time rollover of the Assistant Director's unused paid time off in consideration of the imposition of additional duties after the departure of the previous Director

Anne Lusby seconded

5-0

Decisions, Action Items and Next Steps

Spencer Patterson King reviewed actions to be made as decided in the meeting.

Adjournment

Spencer Patterson King moved to adjourn at 7:39pm

Anne Lusby seconded

5-0

Respectfully submitted,

Spencer Patterson King, Secretary