

**Ellsworth Public Library
Board of Trustees
Minutes of the July 25, 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.

Call to Order

Meeting called to order at 6:57 P.M.

Minutes

Anne Lusby moved to approve the Minutes of the June 27, 2016 meeting as written.
Jane McLetchie seconded.
Approved 5-0.

Agenda Additions

Wendy Lessard moved to add to item 8, Unfinished Business, c., Discussion of RFP draft, and d., Review of Unfinished Contract Issues.
Anne Lusby seconded.
Approved 5-0.

Financial Reports and Planning

a. Treasurer's Report

Ray Williams reported out on various Trustee accounts and balances, including the continued discrepancies in Fund 80. Trustees continue to remain deeply concerned about these accounting discrepancies with Library funds. Charlene Clemons will meet with Tammy Mote to create journal entries to correct these errors.

Anne Lusby moved to approve the Treasurer's Report as given.
Wendy Lessard seconded.
Approved 5-0.

Town Warrants

a. Review of Town Meeting Assignments

Aurora	Wendy	9/12
Great Pond	N/A	9/12
Amherst	Ron	9/24
Sorrento	Ray (Ron back up).	9/19,20 or 13 th – Ray will clarify

b. Review of Supporting Town Contributions

Ray reported that Sullivan's FY16 contribution was received on June 30, so it was not forwarded to City Hall until July. Ray requested Charlene clarify that this contribution

gets applied to FY2016. Trustees are very great full for supporting towns contributions of \$41,736 for FY2016.

Buildings and Grounds

Reviewed Edmund Murray's report.

Anne Lusby moved to approve accepting the donation of a picnic table by the Friends of the Ellsworth Public Library, and to authorize Edmund Murray to purchase said replacement, and paint as needed.

Ray Williams seconded.

Approved 5-0.

Ron Fortier clarified he thought the annual back flow test was being done with the sprinkler test.

Ron Fortier moved to approve an expenditure of \$45 for the annual back flow test.

Ray Williams seconded.

Approved 5-0.

Concern over elevator performance noted; the elevator sometimes goes to first floor instead of third. Pine State will try to fix this by replacing the circuit board with a used one they were able to locate in Southern Maine. Additionally, Ron Fortier offered to assist Edmund with clip replacement on the vertical blinds on the State Street window.

Friends of the Ellsworth Public Library

No report. Their next book sale is August 11-13.

Director's Report

Charlene Clemons reviewed her report.

Unfinished Business

a. Internet Service Options

Ray Williams moved that Ellsworth Public Library authorize Network Maine to turn on the filters on the computer system servicing Ellsworth Public Library, effective immediately.

Anne Lusby seconded.

Approved 5-0.

b. Director Interview Committee

Composition of the committee was determined at 2 Trustees, 2 Staff, 1 Friends, 1 City Councilor, Human Resources – Teri Dane. Trustees are Wendy Lessard and Jane McLetchie, and they will provide a monthly update to Trustees.

c. RFP – Window Project

Reviewed the draft prepared by Ron Fortier, and reviewed the timeline, which included picking a site visit date and getting the Historical Society to issue a Certificate of Appropriateness before work can go further.

Anne Lusby moved to authorize Ron Fortier to proceed with the RFP process.

Jane McLetchie seconded.

Approved 5-0.

d. Review of Unfinished Contract Issues

Reviewed and still in process.

New Business

a. Proposal by Abby Morrow for job change.

Thank you to Abby for crafting the presented proposal. Proposal discussed, and it will be on the August agenda for further consideration.

b. Fund 80 Account Review

Charlene is working with Sandy Abbott to clarify the use and appropriation of a number of Fund 80 accounts. Permission granted to spend and close several small IMO accounts which will receive no further donations. Various funds were reviewed, and clarification on use of funds obtained.

Public Comment.

None.

Adjournment

Ray Williams moved to adjourn.

Seconded by Ron Fortier.

Approved 5-0.

Adjourned at 8:41.

Respectfully submitted,

Wendy Lessard

EPL Trustee, Secretary