

# Minutes of the Ellsworth Public Library board of Trustees

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April 18,2023 / 6:30 PM /

## ATTENDEE

Sarah Lesko,Craig MacDonald, Kathleen Cravens,Judith Lyes,Spencer Patterson King, Kristin Onos

## Call to Order

Meeting called to order by Craig MacDonald at 6:30 pm

## Public Comment

No public was present

## Consent Agenda

- Minutes of March 21,2023 meeting
- Financial Reports and Planning
- Building and Grounds Report

A motion was made by Spencer and seconded by Judi to approve the consent agenda and motion carried. In the discussion prior to the approval Craig Acknowledged what a great job Edmund continues to do and thanked him for such a through building and grounds report.He highlighted the roof and shared Sinclair Builders plan for ice and water shield and is hopeful that City Hall will provide the funds for the repair as we have a provisional agreement for Sinclair to do the job. Sarah reported that we had a new visitor to the library!Edmund and she were able to chase him back outside to his family waiting at the tree!

## Friends of the Library Report

## Old Business

## **Unfinished Business**

Sarah reported that she received 304 responses to the Strategic plan survey. The question regarding what would you like to add to the library was answered with a majority for a Library of Things. In addition, responders asked for increased hours on Saturday and to reopen on Mondays. Sarah added that perhaps we could consider a seasonal approach to our hours once we know what our budget will look like. She notes we would be open longer hours from May till September and then return to our normal hours in October. The Board expressed enthusiasm for this suggestion. Sarah then outlined the following staff positions should the budget get approved: add full time position increase a part time position to 24 hours, and raise the hourly rate to \$16.00 an hour. At the present staffing level we are stretched to the limit with no room for sickness or unexpected absence. She also shared that in discussion with staff the present Saturday staff does not want to work full time and so she would suggest a rotation . No changes will occur except for approval and fulfillment of a temporary part time position that will expire on June 30th.

## **New Business**

Sarah asked for input into the revised Y2024 Budget. Some of the suggestions offered are as follows : to give more specifics regarding programs separating adults from children. Adding funds for technical needs Renee needs a new computer and also the library is overdue for a software update. Also need approximately \$10,000 for Overdrive and ELECTRONIC BOOK COLLECTION. Kerri suggested that we put the largest amount possible for HRA which would be \$30,000 . Sarah also expressed a little apprehension regarding meeting with the city and the actuals of our budget. We have two high salary positions vacant and we have cut hours and not ordered materials. She will convey this information in her meeting.

Discussion regarding utilities ensued with Kristi adding important information regarding checking in with Versant about our solar credits and whether they were accounted for.

Sarah gave us an update about the Open House on May 11. She has 21 organizations signed up and also 22 girl scouts/boy scouts. Hannaford will supply veggie and meat platters and she will explore buying cookies from the Franklin street bakery. She asks the Board to be available to staff a table and help out. Kathleen, Judith and Craig volunteer.

Sarah asks us to review and change policy regarding lending. Amendment to policy will contain a clause regarding Ellsworth High School tuition students: they can apply for a free library card that will remain in place for the length of their enrollment as a student. A motion was made and seconded and passed unanimously.

**Executive session per MRSA Title 1, Chapter 13, Sec 406, Paragraph 6A to discuss employment matters**

**Entered at 19:40 and ended 20:05**

**Sarah reviewed our procedure regarding a book that is asked to be removed from our collection. She reminds us that the book remains on the shelf while it is being reconsidered and reviewed. We all agreed with this and she reported that other libraries in our area are also following this protocol.**

**Temporary/part time position presented by Sarah to be advertised immediately and will end June 30th. Motion made and seconded and carried unanimously.**

**Sarah then initiated a discussion about our current logo and expressed desire for input about changing it. Spencer had input into typeface, scale etc and offered along with Kristin to explore further ideas and forward them to Sarah. Multiple ideas regarding branding and what to keep i.e. window and what to change.**

**DECISIONS, Action Items and Next Steps**

**Town meetings are coming up Sarah and Kathleen will attend Hancock Town on Tuesday May 9th. Mariaville meeting will be May 23rd at 7pm and will need coverage along with Sullivan which is the last Monday in June.**

**ADJOURNMENT**

Meeting adjourned at 20:10 Next Meeting May 16, 2023 at 6:30 pm

Respectively submitted

Kathleen Cravens, Secretary

