

AINSWORTH PUBLIC LIBRARY BOARD OF TRUSTEES
MEETING MINUTES FOR SEPTEMBER 13, 2018

CALL TO ORDER – Bill Johnson called the meeting to order at 10:10 AM. Board members present were Bill Johnson, Marvine Lasell, Helen Duke, Maggie Sample. Guests were Barb Smith and Jackie Higgens.

SET THE AGENDA – The heading Review of Open Public Comment was incorrect and changed to Open Public Procedures. No further changes were made to the Agenda.

FRIENDS REPORT – The representative was not present but Sarah reported that the Friends will have a presence at the Fall Festival at the High School.

SECRETARYS' REPORT- August 9, 2018 special meeting minutes. Bill made a motion to accept the report and Helen seconded the motion and the motion carried.
September 6 regular meeting minutes. Bill made a motion to accept and Helen seconded the motion. Maggie, during discussion asked that the section referring to the attachment of a copy of a job application for a bookkeeper be removed from the minutes as this will be done at a later time. The motion carried.

TREASURER'S REPORT – Maggie made a motion to accept the Treasurer's report as given by Librarian Sarah. Bill seconded the motion and the motion carried.

WARRANTS –Sarah reviewed the warrants up for payment which Bill had already signed and Maggie made a motion to send the warrant's to the Town Offices as presented for payment. Helen seconded the motion and the motion was carried.

LIBRARIAN'S REPORT – Sarah said that the Summer Reading program was so successful that they will do it again next summer but the adults and children will be combined. The trash is going to be taken care of by the Town. Maggie made a motion to accept the Librarian's report and Marvine seconded the motion and the motion carried.

NEW BUSSINESS – Barb Smith has volunteered to sit on the Board (due to the retirement of Marsha Martin) until 2019. She needed to be appointed by the Selectboard. Jackie said she would see that this was done.

Micromanaging Librarian/side meetings – Sarah was referring to the interference and constant interruption that occurred from Marsha coming to the Library and taking up Sarah's time. This was in the past so it became a mute point to the Board.

Budget – Review of the budget was begun but a diversion from the budget review happened concerning the many extra hours that Sarah puts in and the Clerk position held by Autumn that Sarah thought should be increased. These discussions should not take place in open meeting. Executive Session is warranted when discussing Library employees. Back to the budget discussion Jackie said she needed the complete budget by October 9,. Bill and Sarah will work on it again.

Bookkeeper Job description – Helen made a motion to table discussion on the bookkeeper job description and Marvine seconded the motion. Maggie abstained her vote and Bill voted and the motion carried.

OLD BUSINESS – Marvine had her name removed from the bank accounts as Bill and Sarah will temporarily take care of the bookkeeping until we can hire someone. Maggie made a motion which states that since Marvine Lasell has requested to be removed as a signer at Bar Harbor Bank and Trust Company as of September 24, 2018 and that Marsha Martin had resigned as Treasurer and Trustee as of August 17, 2018, the signers need to be replaced by two others. Therefore I move that William C. Johnson, Chairperson and Sarah Snow, Library Director be authorized to sign checks, drafts and orders for payment of money or transfer funds held by Bar Harbor Bank and Trust Company on behalf of Ainsworth Public Library on September 24, 2018.

That William C. Johnson, Chairperson, and Sara Snow, Library Director be authorized to continue the lease maintained and access the safe deposit box of Ainsworth Public Library at Bar Harbor Bank and Trust each to hold a key as of September 24,2018. Helen seconded the motion and the motion carried

Roof – There wasn't much discussion as this had been taken care of at another meeting. Bill suggested that maybe we could have the roof over the entryway power washed. Jackie said that if we used Brian Foster then the Town would pay for it when he did the Town Hall. Maggie made the motion and Marvine seconded it and the motion carried.

Scheduling the By-law meeting will be done by the committee.

PUBLIC COMMENTS AND QUESTIONS – Jackie said that the Library needs to have all financial records, past and present on file at the Library. Anne still has some and Marsha does also.

Maggie made a motion to have the next Trustees meeting on October 11, at 10:00am. Helen seconded the motion and the motion carried.

Maggie made a motion to adjourn and Marvine seconded the motion and the motion carried.

Respectfully Submitted

Maggie Sample, Secretary