



Ellsworth Public Library – 20 State Street – Ellsworth, ME 04605

## **Minutes of the Ellsworth Public Library Board of Trustees Wednesday, December 28, 2016**

**Attending: Ron Fortier, Chairperson; Wendy Lessard; Anne Lusby, Secretary; Jane McLetchie; Mr. Raymond Williams, Treasurer; Amy Wisehart, Director; Sandy Abbott, Assistant Director**

Call to order at 7:00 p.m.

### **Minutes**

Wendy Lessard moved to accept the Minutes of the November 28, 2016 meeting as written.

Seconded by Jane McLetchie.

Approved 5-0.

### **Financial Reports and Planning**

#### **a. Treasurer's Report**

Ray Williams reported on various accounts:

- As of the end of November 2016 the Library has spent 34.5 % of its total budget.
- The Fund 80 shows a balance of 64,300.00 as of the end of November 2016.

Wendy Lessard moved to accept the Treasurer's Report as read.

Seconded by Anne Lusby .

Approved 5-0.

#### **b. Town Warrants**

- Town Meeting Assignments will be done at the January 2017 Meeting.
- Ron Fortier and Amy Wisehart attended the Lamoine Budget Meeting.
- A person to circulate our petition in Franklin is still needed.

### **Building and Grounds**

Edmund's report reviewed a number of maintenance issues:

- Carpets: two quotes have been received with more expected so the Board will revisit this issue at its January meeting.
- Humidifier: based on the quote from ABM, the humidifier will be replaced.
- Boiler Update: Ron Fortier suggested that additional filters might be the solution to recurring problems.
- Alarm Call List: Needs to be updated for emergency situations.
- Linden tree will be removed by Wilson Tree Service

## **Friends of the Library**

Jane McLetchie reported:

- Amy Wisheart will attend the Friends Meeting in January.
- A one day book sale is planned for March.

## **Director's Report**

Amy reported that:

- her beginning as the new director has been positive with staff at the Library having been both helpful and welcoming.
- she has concerns about some of the library's computers reaching the point of needing to be replaced which has been confirmed by the IT Department at City Hall...a "rotation" plan for new computers should be established.
- Donations for our 2016 Annual Appeal Letter has thus far shown a net profit of \$4908.00. More come in during the holiday period so she will update amount at the January/2017 meeting.

## **Unfinished Business**

- a. Ray Williams made the motion that during the five week transition period that Charlene Clemons will be assisting Amy Wisheart that she will be paid at the same hourly rate that she receives as cataloger / special collections staffer.

Seconded by Wendy Lessard.

Approved 5-0.

## **New Business.**

- a. Amy reported that our budget for FY18 was due at City Hall by January 27, 2017
- b. To allow additional time for budget preparation/review our regular meeting for January/2017 was changed to January 17, 2017 at 6:30 pm.

## **Public Comment**

None.

A motion was made by Ray Williams to adjourn at 8:29 p.m.

Seconded by Wendy Lessard.

Approved 5-0.

Respectfully submitted,

Anne Lusby EPL Trustee Secretary