



Ellsworth Public Library – 20 State Street – Ellsworth, ME 04605 – (207) 667-6363

Minutes of the Ellsworth Public Library Board of Trustees Monday, July 24, 2017

Attending: Ron Fortier, Chairperson; Wendy Lessard; Anne Lusby, Secretary; Jane McLetchie; Raymond Williams, Treasurer; Amy Wisheart, Director; Sandy Abbott, Asst. Director; Edmund Murray, Custodian/Maintenance

Call to order at 6:30 p.m.

Minutes

Ray Williams moved to accept the Minutes of the June 26, 2017 meeting as written.

Seconded by Jane McLetchie.

Approved 5-0.

Financial Reports and Planning

a. Treasurer's Report

Ray Williams reported on various accounts.

It was reported that as of the end of the fiscal year, \$63,900.00 had not been spent from our regular budget. The Fund 80 Account has a balance of \$84,320.00.

Director Wisheart announced that the Howard Colhoun Foundation has given \$5,000.00 to the Library. It was decided that improvements to the Riverview Room will be made using this generous donation.

Anne Lusby moved to accept the Treasurer's Report as read.

Seconded by Wendy Lessard.

Approved 5-0.

b. Town Warrants

Treasurer Williams reported that \$42,109.00 has been received from supporting towns which are served by the Ellsworth Public Library for FY 17.

To date \$22,780.00 has been received from supporting towns for FY18.

September Town Meeting Assignments are:

Aurora/September 11, 2017..Ron Fortier will attend.

Great Pond/September 11, 2017..Ray Williams will attend.

Sorrento/September 12, 2017..Anne Lusby and Jane McLetchie will attend.

Amherst/September 30, 2017..Wendy Lessard will attend.

Building and Grounds

- a. Edmund Murray's written report was reviewed and discussed. Riggs Rugs will provide the library staff samples of carpet tiles from which a decision will be made for the Fall installation.
- b. A new timeline was approved for the exterior painting of the Library with the RFP to be awarded during the winter and the painting to be done during the Spring of 2018..
- c. King Construction made a proposal to replace the rotten trim on the building for \$2000.00.
Ray Williams made the motion to move forward with replacing the rotten trim where evident not to exceed the cost of \$3000.00.
Seconded by Jane McLetchie.
Approved 5-0.

Friends of the Library

- a. Jane McLetchie reported that the Friends of the EPL will have their Summer three day book sale from August 3-5th, 2017. The Friends are conducting a quilt raffle with monies used to enhance programs offered. The raffle will conclude on August 5, 2017 with the drawing of the winner.

Director's Report

Amy Wisheart reported on her written report highlighting that the plans have been finalized for the August 17, 2017 celebration of the 200th anniversary of the Tisdale House. All the programs held at the library during the summer for all age groups have been well attended. The AED machine has arrived and Director Wisheart will schedule training for the staff.

Unfinished Business

- a. Strategic Plan: Director Wisheart reviewed the proposed timeline for the development of the new strategic plan.
Ray Williams made the motion to authorize the Library Director and Staff to move forward with the proposed timeline and hire a consultant to assist with the plan not to exceed the amount of \$5,000.00.
Seconded by Wendy Lessard.
Approved 5-0.
- b. Annual Appeal Letter: Completed and Mailed.
- c. Endowment Guidelines: Wendy Lessard reported on her progress with this policy along with ideas from other libraries. A draft of this policy will be reviewed at the August meeting.
- d. Building Needs Priorities: It was decided to send the entire list of building needs to the City Council for their review.

New Business

- a. Staff appreciation: Amy discussed being able to send the entire staff at the library to the 'end of summer' City of Ellsworth picnic.
- b. Ron Fortier made a motion to authorize the purchase of a microfilm scanner/computer from Inception Technology at the cost of \$16,580.00.
Seconded by Jane McLetchie.
Approved 5-0.

Public Comment

None

A motion was made by Anne Lusby to adjourn at 9:07pm.

Seconded by Ray Williams.

Approved 5-0.

Respectfully submitted,

Anne Lusby, EPL Trustee Secretary