



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

Minutes of the Ellsworth Public Library Board of Trustees Monday, August 28, 2017

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

Call to order at 6:31 p.m.

Minutes

Jane McLetchie moved to accept the Minutes of the July 24, 2017 meeting as written.

Seconded by Ray Williams.

Approved 5-0.

Financial Reports and Planning

Scott Hammond and Peter Nicholson attended the meeting to discuss and review the Portfolio held with First Advisors for the Ellsworth Public Library. In addition our policy changes to the library's investment fund was discussed.

a. Treasurer's Report

Ray Williams reported on various accounts.

It was reported thus far in FY 2018 that \$54,232 (8.2%) has been spent.

The Fund 80 Account has a balance of \$86,498.00.

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

Seconded by Jane McLetchie.

Approved 5-0.

b. Town Warrants

Treasurer Williams reported:

To date \$ 31,967.00 has been received from supporting towns for FY18.

One change to the town meeting assignments:

Sorrento's town meeting is changed to September 25, 2017 from September 12th.

Building and Grounds

a. Edmund Murray's written report was reviewed and discussed.

b. Greg Downing will replace light fixtures with L.E.D. lights on the State Street sign. as well as the faulty ballast in the Tisdale entrance.

c. Eastern Fire Services will provide an estimate for the installation of a sprinkler system for the Tisdale

House portion of the library.

Anne Lusby moved to accept the Building and Grounds Report.

Seconded by Jane McLetchie.

Approved 5-0.

Friends of the Library

- a. Jane McLetchie reported that the Friends of the EPL will have their Fall three day book sale from October 26-28, 2017. The Summer book sale raised \$1235.00 and the quilt raffle \$681.00.

Director's Report

Amy Wischart reported on her written report highlighting that the summer programs and special events have wrapped up and are being assessed by staff and will transition into Fall offerings. Director Wischart continues to meet with City Manager Cole to discuss library building needs and set priorities. The ALA has grants which support programming at libraries the our library will be a part of.

Unfinished Business

- a. Strategic Plan: Anne Lusby and Jane McLetchie will serve as representatives from the Board on the committee that will update the strategic plan for the library.
- b. Annual Appeal Letter: Thus far we have received \$7,640.00 from 122 donors.
- c. Investment Policy: Draft of policy was reviewed and discussed with one change made in Section 4/ Spending. It will now read that the Board will choose a percentage between 2.5%-4%, applied to the average value of the Investment Fund at the calendar year end for the previous 5 years.
Ray Williams made the motion to adopt the revised policy.
Seconded by Anne Lusby.
Motion approved 4 to 1.
Voting in Favor: R. Fortier, A. Lusby, J. McLetchie, R. Williams.
Voting in opposition: W. Lessard.
- d. Building Needs Priorities: Quotes requested from companies related to major building repairs to be shared with City Manager and City Council.

New Business

- a. The October Trustees Meeting was changed to October 30, 2017 at 6:30pm.

Public Comment

None

A motion was made by Anne Lusby to adjourn at 8:35pm.

Seconded by Wendy Lessard.

Approved 5-0.

Respectfully submitted,

Anne Lusby, EPL Trustee Secretary