

Minutes of the Ellsworth Public Library board of Trustees

January 15,2025/ 6:30 PM

ATTENDEE

Sarah Lesko,Craig MacDonald, Kathleen Cravens, Rain Perez,Judith Lyles, Zoom
Vivek Philip

Call to Order

Meeting called to order by Craig MacDonald at 7:10pm.

We are joined by Lorraine Oullette and Jonathan Dolloff from First National Wealth Management for an update. Lorraine asks that we review and update our resolution to include all BOARD members. We will follow up by sending them a revised letter honoring this agreement.They open the meeting by asking for our input of where we are at and what are goals for 2025. Sarah responds by detailing our need for as much cash as allowed for the next 3-5 years to help with our renovations and to accommodate our growth in programming etc. We will use the 4% but probably not more than this. Presently and historically our portfolio is split 60/40 assets and stocks /fixed income bonds.Sarah appraised them of our endowment from the Jimmy Kemp estate and asked for their advice where to invest it. Part of the agreement is that it must be used and not invested.Lorraine replied currently the Money Market is getting between 2-3% and it could be parked there for 1-2 years.Lorraine and Jonathan will work with our team at First National regarding this and get back to Sarah. We thanked them for their time and expertise.

Public Comment

No public is present

CONSENT AGENDA

- Friends of the Library Report
- Director's Report

- Minutes of December 18,2024 meeting
- Financial Reports and Planning
- Building and Grounds Report

A motion was made by Rain and seconded by Kathleen to approve the consent agenda and motion carried.

Election of Officers: Craig opens the discussion reviewing notes from Ron Fortier the previous chair and also historical overview how things have been done with reference to Robert'S Rule of Order and our charter. Historically he states that the Chair presents the slate of officers and the Board votes on it.Discussion ensued highlighting the need for a succession plan as preparation for a change in make up of the Board . Judi suggested adding a Vice chair position to use the intervening time for that person to shadow the chair so they would be prepared to step in. Craig asked Vivek if he was willing to serve as Treasurer and then a motion was made by Rain to nominate Vivek for Treasurer and motion was carried unanimously.Judi then nominated Rain for Vice Chair and this vote was also unanimous. Craig THEN PRESENTED THE SLATE OF OFFICERS FOR 2025 as follows:Chair Craig Macdonald, Vice Chair Rain Perez, Treasurer: Vivek Philip, Secretary:Kathleen Cravens.We voted to accept the slate as read.

Rain asked that we have a pre meeting in October 2025 to review the slate of officers and prepare it for a vote to be held at the November meeting.

Old Business

Town funding requests for 2025: Sarah has sent out all the requests that were due in January. Sarah will attend the town meetings in Hancock and Surry and will solicit support from local patrons in the respective towns to attend the meetings and vote. Trenton meeting is typically held in June so we will also cover this town meeting

UNfinished Business

Sarah reports that the ANNUAL Appeal is currently at \$30,000 which is lower than last year at this time. Judi suggests we form a committee to review the Annual Appeal. Rain, Kathleen, and Judi will meet on January 30th and present their findings at the February meeting.

New Business

- Sarah reports that Genealogy has received a huge donation which is great but unfortunately it is overloading our computers. She is working with the City IT department to resolve this.
- Sarah reports that the staff has really enjoyed and participated in the staff development provided by Terri Swanson. They have one more session.
- Sarah is meeting with Elaine from Heart of Ellsworth next week to look at and review grant opportunities. Sarah completed 12 applications for 2024 which required tremendous commitment of time for her. She projects 2025 applications will be more complex and fewer.
- Sarah reviews some of her goals for 2025:
- ADVERTISING FOR VERY SPECIFIC VOLUNTEERS to address some needs that currently we don't have enough staff hours to cover. Shut in delivery, adding a bilingual story time, training someone to capture data on little green light, linking with Loaves and Fishes for a Volunteer Free Library.
- She continues to work on smart goals with the staff and linking them to job descriptions. She reports a strong start to the new year.
- FY26 Budget: Sarah recommends a 10% increase in budget across the board. She notes that Charlene is retiring in May and recruitment for this job will be challenging as it is highly specialized and essential. Sarah has been approached by someone in the community who has this skill set but the salary is lower than what it should be. Sarah stresses that the library is growing and we are in need of another licensed librarian. She will meet with Charlie and discuss this.
- She would also like to add another inter library delivery. She will explore what this added load will do to staff and if the delivery service is available.

We then discuss the need for a Trustee led committee to investigate and report out on the following tasks:

Increasing the number of Trustees from 5 to 7

- Looking into the ins and outs of a Capital Campaign.
- Analyzing the Annual Appeal, should we do two mailings per year, donor recognition,
- Explore unofficial members from our largest supporting towns, they would provide insight and ideas etc. but would not be able to vote.

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

Entered 8:20 exit 8:22 pm

DECISIONS, Action Items and Next Steps

ADJOURNMENT

8:20 pm

Next meeting is January 15, 2025

Respectively submitted,

Kathleen Cravens

Kathleen Cravens, Secretary