



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

Minutes of the Ellsworth Public Library Board of Trustees Monday, May 22, 2017

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

Call to order at 6:32 p.m.

Minutes

Jane McLetchie moved to accept the Minutes of the April 25th, 2017 regular meeting as written.

Seconded by Ray Williams.

Approved 5-0.

Financial Reports and Planning

a. Treasurer's Report

Ray Williams reported on various accounts.

It was reported that as of April 30, 2017, 70.2% of our budget has been spent.

The Fund 80 Account has a balance of \$ 78,463.00.

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

Seconded by Jane McLetchie.

Approved 5-0.

b. Town Warrants

The remaining town meeting assignments are listed below:

Eastbrook: Town Meeting to be held on June 12, 2017 with Ray Williams attending.

Orland: Town Meeting to be held on June 14, 2017 with Ray Williams attending.

Sullivan: Town Meeting to be held on June 26, 2017 with Ray Williams attending.

Building and Grounds

- a.** Edmund Murray's written report was reviewed and discussed. Highlights include the replacement of a faulty humidifier by Honeywell at no cost to the library as it is under warranty.
- b.** The window replacement project is almost completed: all windows are now in but some final adjustments are necessary to meet the terms of the contract.
- c.** Chairman Fortier shared a copy of the ad which will appear in the Ellsworth American seeking bids for the exterior painting of the library.

- d. Director Wisheart and Edmund Murray continue to get quotes from moving companies to assist with the new carpet installation project in the Fall.

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.

Director's Report

Amy Wisheart reported on her written report highlighting that the library welcomed their two part-time summer staff: Ashley King and Neil Sands. Plans are moving forward for the 200th anniversary events celebrating the Tisdale House. Amy reported the the new 'Lucky Reads' service has been well received by the patrons. Staff are busy preparing for the many youth programs offered during the summer months.

Unfinished Business

- a. FY18 Budget: The Board of Trustees and Director Wisheart will meet with the Finance Committee on Friday, May 26th, 2017 at 7:15am. Discussion on requested cuts to our FY18 Budget will be reviewed.
- b. Strategic Plan: Work/discussions continue on the composition of a committee comprised of both library staff and community members.
- c. Annual Appeal Letter: Anne Lusby and Jane McLetchie will meet with Director Wisheart to complete the final draft of the Annual Appeal Letter and select possible photos to be included as part of the letter. A meeting will then be set up with the printer.

New Business

- a. Wendy Lessard continues to work on a policy regarding Endowment Guidelines.
- b. Library Credit Card: The Board authorized the use of two credit cards instead of one for the director and the assistant director.
Ray Williams moved that the Ellsworth Public Library Board of Trustees authorize issuance of a Visa Card for use by Director Amy Wisheart in addition to a card presently existing for use by Asst. Director Sandy Abbott.
Seconded by Ron Fortier.
Approved 5-0.s
- c. Director Six Month Review: Wendy Lessard will distribute evaluation forms to Board Members and Staff to be compiled and reviewed at our June Meeting.

Public Comment

None

A motion was made by Anne Lusby to adjourn at 8:43p.m.

Seconded by Wendy Lessard

Approved 5-0.

Respectfully submitted,
Anne Lusby, EPL Trustee Secretary