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## **Minutes of the Ellsworth Public Library Board of Trustees Monday, October 22, 2018.**

**Attending: Ron Fortier, Chairman; Anne Lusby, Treasurer; Jane McLetchie, Secretary; Spencer Patterson King; Amy Wisehart, Director; Sandy Abbott, Asst. Director**

Call to order at 5:14

### **Minutes**

Anne Lusby moved to accept the minutes of the September 24, 2018 meeting as written.

Seconded by Spencer Patterson King

Approved 4-0

### **Financial Reports and Planning**

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

Anne Lusby reported that the Fund 80 Account is \$74,363.50 and to date the library has spent 26.4% of the budget. The trustees hope to have a representative from First Advisors come to the November meeting.

Jane McLetchie moved to accept the treasurer's report.

Seconded by Spencer Patterson King

Approved 4-0

#### **b. Annual Appeal Report**

The Director reported that so far 174 donors have donated \$10,950.00, which is more than this time last year. The net profit is \$7, 806.17

### **Town Warrants Report**

**a. Review of Town Meeting Assignments**

Sorrento and Amherst didn't need a trustee to attend their town meetings.

**b. Town Meeting Results**

Dedham's check for their card holders has arrived.

**Building and Grounds Report**

**a. Painting Update**

The painting of the outside of the building has been completed and the new shutters will be installed the beginning of November.

**b. HVAC Services**

The trustees discussed the proposals sent by ABM and Thayer.

Anne Lusby motioned that we award the contract to Thayer for one year.

Seconded by Jane McLetchie

Approved 4-0

**Friends of the Library Report**

On October 3<sup>rd</sup> the Friends had their annual meeting and the same officers were voted in for another year. There will be a one day book sale on November 3<sup>rd</sup> in the main part of the library. There will be no meetings in November or December, but the Friends will decorate the library for the holidays on November 26<sup>th</sup>.

**Director's Report**

The Director reported that:

- Abby Morrow has started a weekly Game Night for adults on Wednesday nights.
- A safety grant has been applied for to be used for an automatic door opener. This would be used for the outer doors on the lower level.
- The library's web design committee met and selected local web designer, Michelle Keyo for the project.
- Spencer Patterson King will work with Ellsworth City Hall when they rework the staff health insurance plan.
- This year the Ellsworth Open House will be held on Wednesday, March 20<sup>th</sup>. From 4-6.

## **Unfinished Business**

### **a. Town Warrant Cardholder Rate for FY 20**

The trustees decided to keep the rate at \$27 per LSA cardholder for FY 20. A discussion was held about towns that don't give the money the library asks for in their budgets, and towns that don't contribute their share at all. It was decided to send a letter to the towns not contributing explaining the situation and saying we would be willing to meet with them.

Anne Lusby motioned to accept this plan.

Seconded by Spencer Patterson King

Approved 4-0

### **b. Strategic Plan Approval and Publicity**

Goal 6 of the Strategic Plan was discussed.

Anne Lusby motioned to accept the Strategic Plan with the rewording of Goal 6.

Seconded by Ron Fortier

Approved 4-0

It was decided that the tagline for the Strategic Plan would be:

Educating and inspiring the community we serve.

Copies of the Strategic Plan will be given to all the City Council members and David Cole. The director will discuss the plan at her next Saturday morning coffee. A summary of the plan will be put on the library's website, and copies of the complete plan will be available should someone want one.

### **c. Website Redesign Update**

Michelle Keyo was chosen for the library's website redesign. The end of January is the target for completion.

### **d. First Advisor Form**

Ron Fortier explained that the form periodically needed updating and signing. This was done and signed.

## **New Business**

### **a. Riverview Trail Update**

The Ellsworth Garden Club would like to work on improving the trail along the Union River. They have grants and volunteers for the project. The EPL doesn't own the land, but Edmund Murray has been maintaining the part nearest the library.

Anne Lusby motioned to welcome the Ellsworth Garden Club to coordinate with Edmund Murray to work on the trail behind the EPL.

Seconded by Spencer Patters

Approve 4-0

## **Public Comment**

None

## **Adjournment**

Anne Lusby moved to adjourn at 6:39

Seconded by Spencer Patterson King

Approved 4-0

Respectfully submitted,

Jane McLetchie, EPL Trustee Secretary