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Minutes of the Meeting of the Ellsworth Public Library Board of Trustees July 20, 2021

Attending

Craig MacDonald (Chair), Anne Lusby (Treasurer), Spencer Patterson King (Secretary), Kathleen Cravens, Ron Fortier, Amy Wisehart (Director)

Call to Order

Meeting called order at 6:00 pm

Consent Agenda

- 1. Minutes of the June 15, 2021 Regular Meeting and June 29, 2021 Special Meeting**
- 2. Financial Reports and Planning**
 - a) Treasurer's Report**
 - b) Annual Appeal Report**
- 3. Building and Grounds Report**
- 4. Director's Report**

Anne Lusby moved to approve the consent agenda
Spencer Patterson King seconded
5-0

Frenchman Bay Conservancy Presentation

Two representatives from Frenchman Bay Conservancy informed the Board of the trail restoration plan along the Union River as part of the City of Ellsworth Green Plan.

Friends of the Library Report

The book sale will be August 12-14 during regular hours in the Riverview Room.

Unfinished Business

- 1. Supporting Town Funding**

Trustees discussed the change in relationships between the library and the towns in our service area.

Kathleen Cravens moved to discuss changes to the lending policy and relationship recovery with service area towns at the next regular meeting
Anne Lusby seconded

5-0

2. COVID Protocols and Procedures

Board sustains their decision to revisit procedures at the August regular meeting.

3. Trustee Succession Planning

Amy Wisehart has reached out to several prospective trustees.

New Business

1. Volunteer Update

The Director reported on returning volunteers and volunteer needs.

2. Reopening Riverview Room and Meeting Room Policy

The Director suggested the Board consider revising the meeting room policy in light of staff time cost and the scarcity of meeting space in the area.

Anne Lusby moved to increase reservation fee to \$25 for non-profit use and \$55 for for-profit use

Craig MacDonald seconded

5-0

Spencer Patterson King moved to place a three-hour limit on reservations with the clarification that back-to-back reservations are acceptable as long as they are accompanied by an additional reservation fee

Kathleen Cravens seconded

5-0

3. State Grant Funds

The Director informed the Board of staff decisions regarding the use of state grant funding for improving programming access.

4. 2021 Annual Appeal

Trustees discussed the annual appeal. Anne Lusby volunteered to spearhead the annual appeal a final time. Kathleen Cravens will assist.

5. Change to Authorized Business Officer for Credit Account

Anne Lusby moved to add Amy Wisehart as an authorized business officer for the Ellsworth Public Library TCM Bank credit account and remove Charlene Fox Clemons as an authorized business officer

Spencer Patterson King seconded

5-0

6. Library Equipment and Furniture Resale

Now that the library is reopening, some equipment that has gone into storage is no longer required for the function of the library and could potentially be sold.

Ron Fortier moved to authorize the Director to research, assess, and sell surplus equipment as necessary

Spencer Patterson King seconded

5-0

7. New Outreach Committee

Craig MacDonald suggested the formation of a new outreach committee to promote the library, particularly within Ellsworth, with a focus on participating in large local community events as participants and not necessarily as a vendor.

This would be a committee formed with local community members as a supplement to the work of the Community Engagement Librarian.

8. Library Building Improvements

Amy Wisehart notified the Board that the grant money from the Stephen & Tabitha King Foundation obtained for use in expanding the second floor is allowed to be held in an interest-earning account while the project is on hold. The Foundation has also allowed for the condition that the grant money be used for alternate Library capital improvements if deemed necessary. The second floor expansion project, privately funded, was delayed due to both budgetary concerns as a result of city council action and fundraising interruption due to the pandemic.

Spencer Patterson King moved to transfer the \$50,000 grant obtained from the Stephen & Tabitha King Foundation to an investment account until it can be used for appropriate capital improvements to the library

Kathleen Cravens seconded

5-0

Public Comment

None

Action Items and Next Steps

Board and Director reviewed the actions to be taken which were decided in the meeting.

Adjournment

Anne Lusby moved to adjourn at 7:32 pm

Ron Fortier seconded

5-0

Respectfully submitted,

Spencer Patterson King, Secretary