

Minutes of the Ellsworth Public Library board of Trustees

December 18,2024/ 6:30 PM

ATTENDEE

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

Call to Order

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

We are joined by Brenda from Camden National Wealth Management for an update on the H AUSTIN TR FBO Ellsworth Library. In summary it has been a good year in general. She nicely takes us through the review and answers all our questions.We have earned roughly 20% over the last twelve months ending date is November 30,2024.

Public Comment: None Colleen has joined us for the meeting. Also corrections to the November minutes are accepted as written

Consent Agenda

- Friends of the Library Report
- Director's Report
- Minutes of September 18th meeting
- Financial Reports and Planning
- Building and Grounds Report
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A motion was made by Rain and seconded by Kathleen to approve the consent agenda and motion carried.

Friends of the Library Report

No report available at this time.

Election of OFFicers is postponed till January as Vivek is absent tonight.

Old Business

Town funding requests for 2025: Sarah has sent out all the requests that were due in January and these include; Franklin, Orland, and Osbourne. We thank Sarah for all the effort and time that goes into this task.

Unfinished Business

- Sarah had a meeting with Charlie and Nate at City Hall. She has submitted two plumber estimates for replacing the sewage grinder and fixing the drain in the women's bathroom. The city has approved the use of \$76,000 that must be used in 2024 for these building repairs. Sarah reports that Edmund is thrilled with these repairs being addressed now.
- Sarah updates us with the latest figures from the Annual Appeal. To date we have \$28,108.00. Last year at this time we approximately \$27,000. To date we have had 47 new donors and past donors are on track. Judy adds that she would like us to have a committee to review the appeal and perhaps personalize and target some donors differently. She has also saved her personal collection of appeal letters for reference and ideas. We all agree this is a good idea and look forward to formalizing it in January.

New Business

- Sarah reports that our investment policy is up for review . She recommends that we amend the policy to read an annual review by the bank and as needed. She plans on reviewing the 4% withdrawal and its use with the Board and bank.
- She continues to review the policies and procedures manual and will bring us any other recommendations she has for change.
- Sarah has met with Charlie and the City is using a new evaluation tool which she will email us later this week. It is called SMART and uses measurable goals she provides the example of monitoring the door traffic which she has already been doing to note trends etc.
- 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.

We also need to recognize how much all the staff is doing and the overall growth in the number of patrons, services and programs and in order to keep this up we need to consider increasing salaries and looking at adding or realigning part time positions to full time.

- No update on the Jimmy Kemp endowment.
- Sarah also recommends we need to think about a special meeting in the new year to discuss the capitol campaign, fundraising grants and the annual appeal. We all agree and will put it on the agenda for January.
- Sarah reports that Elaine the grant writer from Heart of Ellsworth has successfully secured us \$17,000 in grants. This is outstanding and we will renew our partnership with her. Sarah highlights the behind the scenes time and effort each of these grants require . Most if not all of this falls ON SARAH FOR GATHERING LETTERS OF SUPPORT, WRITING THE NARRATIVE AND EDITING. Also the hours of review before the applications are sent. This led to an open discussion of the need for more specialized volunteers which we will continue to explore.

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Executive session per MRSA Title 1, Chapter13,Sec406,Paragraph 6A to discuss employment matters

Entered 8:02 exit 8:03 pm

DECISIONS, Action Items and Next Steps

ADJOURNMENT

The Board offered a toast to Sarah for the completion of her second year and expressed our gratitude and appreciation for all the wonderful accomplishments and hard work she and her staff have done this year. We are all looking forward to 2025 and the renovations.

Next meeting is January 15,2025

Respectively submitted,
Kathleen Cravens
Kathleen Cravens, Secretary