

**Minutes of the Meeting of the Ellsworth Public Library Board of Trustee
February 19, 2025**

Attending: Craig MacDonald (chair), Rain Perez, Judi Lyles, Vivek Philip, Sarah Lesko

The meeting was called to order at 6:30pm.

Public Comment: None

Consent Agenda:

Meeting Minutes August 21, 2024

Financial Reports and Planning

Building and Grounds Report

Director's Report

Friends of the Library Report: no report; Friends did not meet in February.

Following brief highlights of the various reports, Rain Perez moved to accept the consent agenda; Vivek Philip seconded; the motion carried 4-0.

Old Business

a. Town funding requests FY25

- Sarah reported that Trenton will not have a separate item for library funding; EPL will be included with all other requests

Unfinished Business

a. Building remodel update:

- The next concept design meeting with the Design Group Collaborative will be on February 20, 2025 at 8:30 am. Craig suggested, and the board concurred, that some renovation meetings should be held in the evening to accommodate those unable to attend daytime events.
- The library is the recipient of estate funds that must be spent and may be applied to some of the renovations. The EPL will apply for Congressionally Directed Funding; Becky Leamon will write a letter of support.

b. FY26 Budget:

- The library budget will be discussed at the city budget meeting, Thursday, March 13 at 6 pm. Board members should attend if possible.

c. Fundraising meeting update:

Kathleen, Judi, Rain, and Sarah met to discuss fundraising options. Suggestions included:

- Inviting a high school student to join board meetings as a nonvoting junior trustee.
- Adopting a broader annual fundraising calendar:
July: Sending a broad direct mailer (fold over format) that includes annual report highlights and a donation request to all addresses in the primary towns using the library. Rain will explore costs. This would be in addition to the annual appeal that is sent primarily to previous donors and active library patrons.
September/October: Developing and writing a letter to editor of the Ellsworth American to promote the annual appeal.

September/October: Refining the annual appeal: tailoring messages to acknowledge long-term and generous support: preparing letters--handwriting notes on letters of request.

November: Mailing the annual appeal letter

November-January: Acknowledging all donors with a handwritten note on donation letters.

January: Reviewing and evaluating annual appeal results with the fundraising committee. Tracking donors and donations, attrition and expansion.

New Business

a. Corporate Authorization Resolution

- Board signatures were gathered to meet requirements to conduct financial activities involving the First National Wealth Management account.

Executive session per MRSA Title 1, Chapter 13, Sec 405, Paragraph 6A to discuss employment matters.

Rain Perez moved to enter the executive session at 7:10; Vivek Philip seconded. 4-0

Craig MacDonald moved to exit the session at 7:20; Rain Perez seconded. 4-0

Decisions, Action Items, and Next Steps

- April-May Volunteer appreciation breakfast; date TBD

Adjournment- *Vivek Philip moved to adjourn at 7:30 pm; Judi Lyles seconded. 4-0.*

Respectfully submitted,

Judi Lyles for Kathleen Cravens