



Ellsworth Public Library – 20 State Street – Ellsworth, ME 04605

Minutes of the Ellsworth Public Library Board of Trustees Monday, October 30, 2017

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

Call to Order at 6:30 p.m.

Camden National Report: Brenda Gatcomb attended the meeting reporting on the Austin Fund. She provided a summary portfolio detailing aspects of the investments.

Minutes

Wendy Lessard moved to accept the minutes of the September 25, 2017 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 thus far in FY2018 that 24.9% of our budget has been spent.

The Fund 80 Account has a balance of \$96,000.00.

Anne Lusby moved to accept the Treasurer's Report as read.

Seconded by Wendy Lessard.

Approved 5-0.

b. Town Warrants

Treasurer Williams reported no additional town meetings have taken place.

Building and Grounds

a. The start date for installation of the new carpets has been delayed until November 13, 2017. The library will be posting on their website as well as Face book any interruptions from the normal schedule the library maintains. The staff will be posting signs at the library to keep patrons informed of any closures. A filter system will be rented from Eastern Mold Remediation in order to keep dust to a minimum.

- b. Ron Fortier reported that only one bid has been received from our published RFP related to the exterior painting and shutters. The Board decided to extend the deadline for the submitted bids in hopes of getting additional interest.
- c. HVAC Service Contract: The Board considered two estimates. A motion was made by Anne Lusby to offer the contract to Nicholas Ashborn of Pioneer Mechanical for the cost of \$2350.00. Seconded by Wendy Lessard. Approved 5-0.

Friends of the Library

- a. Jane McLetchie reported that the one day book sale held on October 28, 2017 netted just over \$400.00.

Director's Report

- a. Amy Wisehart's written report was reviewed and discussed.
- b. Director Wisehart reported on the increased attendance at the Fall programs for all age groups.
- c. Many staff have recently attended conferences/workshops and found them to be worthwhile. Congratulations to Keli Gancos for being selected for participation in a statewide library leadership program. She was among only eight chosen for this year long program.

Unfinished Business

- a. **Strategic Plan:** The survey is completed and will be available at the polls on Tuesday, November 7th. The library staff will also post the survey on the library's website. Amy provided an update of scheduled meetings with focus groups.
- b. **Annual Appeal Update:** To date \$9350.00 has been received from 148 donors.
- c. **Building Needs Priorities:** The Board has established that the elevator is the first maintenance priority which needs to be addressed followed by energy efficiency work in other areas such as lighting. We will continue to work with the City Council to address these needs.

New Business

- a. **Code of Conduct Policy Review:** After a lengthy review of the policy followed by a discussion, it was determined that our present policy prohibits petitioners from soliciting within the Library.

b. Orientation For New Trustees: Director Wisehart will plan/conduct a meeting with new trustees as well as returning members of the Board. A packet will be prepared for their review. The Board thanked Ray Williams and Wendy Lessard for their service as Trustees on the Library Board and their dedication to the improvement of our city library.

Public Comment

None

Adjournment

A motion was made by Ray Williams to adjourn at 8:23 pm.

Seconded by Wendy Lessard.

Approved 5-0.

Respectfully submitted.

Anne Lusby,EPL Trustee Secretary