



Ellsworth Public Library – 20 State Street – Ellsworth, ME 04605 – (207) 667-6363

Minutes of the Ellsworth Public Library Board of Trustees Monday, June 26, 2017

Attending: Wendy Lessard; Anne Lusby, Secretary; Jane McLetchie; Raymond Williams, Treasurer; Amy Wisheart, Director; Sandy Abbott, Asst. Director; Edmund Murray, Custodian/Maintenance

Call to order at 6:31 p.m.

Minutes

Wendy Lessard moved to accept the Minutes of the May 22, 2017 regular meeting and the special meeting on June 1, 2017 as written.

Seconded by Jane McLetchie.

Approved 4-0.

Financial Reports and Planning

a. Treasurer's Report

Ray Williams reported on various accounts.

It was reported that as of May 31, 2017, 80.8% of our budget has been spent.

The Fund 80 Account has a balance of \$83,360.00.

Director Wisheart has met with Tammy Mote regarding the Library Encumbrances which will be discussed and finalized at the August City Council Meeting.

Wendy Lessard moved to accept the Treasurer's Report as read.

Seconded by Anne Lusby.

Approved 4-0.

b. Town Warrants

Treasurer Williams reported that \$42,109.00 has been received from supporting towns which are served by the Ellsworth Public Library.

The remaining town meetings will occur in September and attendance at those meetings will be determined at a later meeting.

Building and Grounds

- a. Edmund Murray's written report was reviewed and discussed. The Board accepted the bid for \$14,500.00 from the Fox and Ginn Co. from Belfast to move shelving and books prior to the carpet installation in the Fall.
Wendy Lessard made the motion to accept the bid from Fox and Ginn for \$14,500.00.
Seconded by Anne Lusby.
Approved 4-0.
- b. The window replacement project is completed: Edmund expressed concern about evidence of rot on some trim boards around the windows.
A motion was made by Wendy Lessard to authorize Director Wisehart to prepare an RFP if needed to repair the trim work.
Seconded by Jane McLetchie.
Approved 4-0.
- c. The RFP for the exterior painting and shutters was revised and will appear in the Ellsworth American.

Friends of the Library

- a. Jane McLetchie reported that the Friends of the EPL will have their Summer three day book sale from August 3-5th, 2017. The Friends are conducting a quilt raffle with monies used to enhance programs offered.

Director's Report

Amy Wisehart reported on her written report highlighting that the city council has proclaimed July 11th as George Nixon Black, Jr. Day. The Library will coordinate with Woodlawn with special events to celebrate this day. The Director is working with the circulation desk about ways to improve communication and discussing whether a schedule is warranted.

Unfinished Business

- a. Strategic Plan: Amy discussed paring down the number of people that will serve on the committee.
Decision will be made at an upcoming meeting.
- b. Annual Appeal Letter is completed and will be mailed by mid July..
- c. The review of Endowment Guidelines was tabled until the July meeting.
- d. The library credit card was tabled until the July meeting.

New Business

- a. Building Needs Priorities: Amy, Sandy, and Edmund will send a list to the City Council of 5-8 priority items which need to be addressed for their consideration.
- b. Library Cookbooks: The remaining unsold cookbooks will be given as gifts to presenters.

Executive Session per MRSA Title 1, Chapter 13, Sec 405, Paragraph 6A to discuss employee salaries.

Ray Williams moved to enter Executive Session.

Seconded by Jane McLetchie.

Approved 4-0.

Executive Session entered at 8:13pm.

Ray Williams moved to exit Executive Session.

Wendy Lessard seconded.

Executive Session exited at 8:21pm.

Approved 4-0.

Action on Item Discussed in Executive Session

Ray Williams moved that Director Amy Wisehart will be paid an hourly rate of \$30.71 during the FY 2018 for a total of \$63,886.00.

Asst. Director Sandy Abbott will be paid an hourly rate of \$21.12 during the FY 2018 for a total of \$43,919.00. All other employees of the Ellsworth Public Library Employee Association will receive a 3% raise during the FY 2018.

Seconded by Jane McLetchie.

Approved 4-0.s

Executive Session per MRSA Title 1, Chapter 13, Sec 405, Paragraph 6A to discuss Director's six month review.

Wendy Lessard moved to enter Executive Session.

Seconded by Jane McLetchie.

Approved 4-0.

Executive Session entered at 8:26pm.

Wendy Lessard moved to exit Executive Session.

Seconded by Jane McLetchie.

Approved 4-0.

Executive Session exited at 8:54pm.

Public Comment

None

A motion was made by Ray Williams to adjourn at 8:55p.m.

Seconded by Jane McLetchie

Approved 4-0.

Respectfully submitted,

Anne Lusby, EPL Trustee Secretary