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**Minutes of the Ellsworth Public Library Board of Trustees
Date, November 29, 2017**

Attending: Anne Lusby, Treasurer; Jane McLetchie, Secretary; Spencer Patterson King; Amy Wisehart, Director; Sandy Abbott, Asst. Director

Call to order at: 6:31

Minutes

Jane McLetchie moved to accept the minutes of the October 30, 2017 meeting as written.

Seconded by: Spencer Patterson King

Approved 3-0

Election of New Officers

Chair: Ron Fortier

Treasurer: Anne Lusby

Secretary: Jane McLetchie

Approved: 3-0

Regular Meeting Time

Our regular meeting time will stay the same for 2018: the 4th Monday of the month (it unless it falls on a holiday) and starting at 6:30.

Anne Lusby moved to accept the meeting time.

Seconded by Spencer Patterson King

Approved 3-0

Financial Reports and Planning

a. Treasurer's Report

Amy Wisheart reported on various accounts. The Fund 80 Account has \$96,523 as of the end of October, and we have spent 30.7% of the budget a 1/3 of the way through the year leaving us in good shape.

Annual Appeal Report

Amy Wisheart reported that we have received \$10,335 from 157 donors. Our profit is \$6,974 after expenses which is more than this time last year.

Town Warrant Report

We have all the signatures needed to get on the Hancock Town Warrant. We do not have Franklin's signatures yet.

Town Meeting Results

The Town of Orland's \$2,100 has been received.

Anne Lusby moved to accept the treasure's report.
Seconded by Spencer Patterson King
Approved 3-0

Building and Grounds

a. Carpeting Update

Amy Wisheart reported that the EPL will be closed from December 4th until December 9th for the carpeting of the main floor.

b. Exterior Painting and Shutters

Tabled until the December meeting.

c. HVAC Improvements

Tabled until the December meeting.

Friends of the Library

Jane McLetchie reported that the Friends met on Monday, November 27th to discuss the Strategic Plan for the EPL. The Friends will not be decorating the library this year because of the carpet installation, but they hope to get the tree up and decorated.

Director's Report

Amy Wisheart's written report was reviewed and discussed. The director handed out a paper containing her maternity leave information.

The staff will work 20 hours the week the library is closed and one or two staff members will be present when the carpet people are working.

Something for staff appreciation - after the carpet project is completed was mentioned.

Amy brought up the fact that her one year anniversary is coming up soon and reminded us of her annual review. We will discuss it at the December meeting.

Unfinished Business

- a. Strategic Plan Trustee and Staff Summit in January was tabled until December.

New Business

- a. **Policy Review – Reconsideration of Materials Policy**

The policy was reviewed and discussed. It was accepted with the changes that were made.

Anne Lusby moved to accept the revised policy

Seconded by Spencer Patterson King

Approved 3-0

- b. December Meeting

It was decided that the December meeting would be held on the 28th at 6:30.

Anne Lusby moved to set the meeting date

Seconded by Spencer Patterson King
Approved 3-0

c. Holiday Gifts

Anne Lusby will pick up Chamber Bucks for the Staff.

Holiday cards were signed for the staff and library volunteers.

Public Comment

None

Adjournment

A motion was made by Anne Lusby to adjourn the meeting at 7:25

Seconded by Jane McLetchie

Approved 3-0

Respectfully submitted,
Jane McLetchie, EPL Trustee Secretary