

**KENNEBUNK FREE LIBRARY  
BOARD OF TRUSTEES – MEETING MINUTES**

**January 30, 2024**

<b>Item</b>	<b>People</b>	<b>Action</b>
<u>Call to Order</u>	LP	The meeting was called to order at 4:31 pm on Zoom.
<u>1.Roll Call and Welcome</u>	LP	<p><u>Trustees Present:</u> Beth Crowe, Laura Dauphinais, Linda DeFelice, Laura Lancaster, Linda Miller Cleary, Kate Ostell, Lori Parkinson, Judy Pitchforth</p> <p><u>Trustees Absent:</u> Greg Braun, Vicki Lyons</p> <p><u>Director:</u> Michelle Conners</p> <p><u>Assistant Director:</u> Allison Atkins</p> <p><u>Development Director:</u> Not Available</p> <p><u>Friends of the Library:</u> Risa Oganessoff-Heersche, Deb Redding-Sampson</p>
<u>2.Review of Agenda</u>	LP	No Change.
<u>3.Review and Accept Minutes of the past Board Meeting</u>	LDeF/LMC	A motion was made, seconded, and passed unanimously to accept the November 28, 2023 minutes.
<u>4.Acceptance of Submitted Reports</u> <ul style="list-style-type: none"> <li>• Dir. Report January</li> <li>• Facilities 1/11/24</li> <li>• Finance 12/12/23 and 1/9/24</li> <li>• G&amp;P 1/24/24</li> <li>• PR&amp;E 12/12/23 and 1/9/24</li> <li>• Strat. Plan 1/3/24 and 1/17/24</li> </ul>	LDef/LMC	<p>Motion made, seconded, and passed unanimously to approve all reports.</p> <p>Michelle asked that Trustees sign up to make Thank-you calls for the Holiday Giving Campaign. She also asked everyone to spread the word about taking the survey online or in person at the library. We have about 100 responses to date.</p> <p>PR&amp;E – Wine Tasting next Wednesday. We need set-up volunteers at 4pm on 2/7. About half of the tickets are sold. Thanks to Anita for getting the event included in the Paint the Town Red Event List. Laura L. got a great discount on the chocolate for the event.</p> <p>Facilities – The committee has changed their 2024 meetings to the third Tuesday of the month at 3pm. Painting will be starting soon. New tables look great. The chairs are</p>

		coming in about 6 weeks. The old tables are being recycled as kitchen islands.
<u>5.Report from Friends of the Library</u>	DRS	April 8 <sup>th</sup> is the next Friends meeting. A Pop-Up Book Sale of paperbacks and DVDs (all 4/\$1) will be going on February 5 <sup>th</sup> – 10 <sup>th</sup> . Three new sorting volunteers are working on sorting and organizing the children’s and young adult books. Friends have been working closely with Operation Paperback providing many books that end up going to those serving in the military, including a recent donation of 60 historical military books.
<u>6.Strategic Plan</u>	LMC	Focus Group planning and advertising is ongoing. Risa has volunteered to facilitate the Focus Groups. Community leader and donor interviews are also ongoing.
<u>7.Old Business</u>	n/a	n/a
<u>8.New Business</u>	LP	A first Board level review of the Documentation Retention & Destruction Policy and the Exhibits Policy was completed with minor suggestions. The next Board meeting will be the second review and vote.  The 2022-2023 Financial Review Statement and 990 Form were included for Trustee reference.
<u>9.Announcements and Other Business</u>	AR	The MLA Wage Study was provided as well as the November library statistics.  The Nomination Committee will run from January-June and is looking for at least additional volunteers. Contact Linda DeFelice to ask questions and/or volunteer. An invitation to the Board Assessment Survey will be emailed in early February and each Trustee will need to respond by 2/16.
<u>10.Executive Session</u>		n/a
<u>11.Adjournment</u>	LD	Motion to adjourn. Adjourned at 5:02pm
<u>12.Key Dates</u>		Dates for committee meetings will be sent out on the Monthly Dates and Assignment List. Committee Chairs will confirm if a meeting will be held.  Other Dates: February 7 – Wine and Chocolate Fundraiser at KFL at 6pm March 26 – Pottery Painting Fundraiser at Creative Soul April 8 – Friends Meeting – 5:30pm April 11 – Board Retreat – Full Day Time – TBD May 4 – May Day – Faerie Festival and Book Sale

		July 12 – 27th Edition KFL 5K February 27 – Next Trustee Meeting – 4:30 p.m. <a href="https://networkmaine.zoom.us/j/85600118767">https://networkmaine.zoom.us/j/85600118767</a>
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Respectfully submitted, Laura Dauphinais, Kennebunk Free Library Board of Trustees Recorder