

**Kennebunk Free Library  
Board of Trustees - Meeting Minutes**

**April 24, 2023 DRAFT from KFL BOT Meeting**

| <u>Item</u>  | <u>People</u> | <u>Action</u>   |
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| <u>Call to Order</u>   | LDF           | The virtual meeting via Zoom was called to order at: 4:31 pm  |
| <u>1. Roll Call and Welcome</u>  | LDF           | <p><u>Trustees Present:</u> Anne Bertucci, Greg Braun, Linda Miller Cleary, Ruth Dater, Laura Dauphinais, Linda DeFelice, Lori Parkinson, Louise Sandmeyer, Connie Wood</p> <p><u>Trustees Absent:</u> Rosemary Lavoie</p> <p><u>Director:</u> Michelle Conners</p> <p><u>Assistant Director:</u> Allison Atkins</p> <p><u>Development Director:</u> Anita Randall</p> <p><u>Friends of the Library:</u> Peg Nelson</p>   |
| <u>2. Review of Agenda</u>   | LDF           |   |
| <u>3. Review and Accept Minutes of the March 28, 2023 Board Meeting</u>  | LMC/RD        | <i>Motion made, seconded, and passed unanimously to accept the March 28, 2023 Minutes.</i>  |
| <u>4. Acceptance of Submitted Reports</u> <ul style="list-style-type: none"> <li>● Director's Report</li> <li>● Finance</li> <li>● Development</li> <li>● Facilities</li> <li>● PR&amp;E</li> <li>● G&amp;P</li> </ul> | LS/LP         | <p><b>Director's Report:</b> LS commented it was a very thorough report and complimented MC and suggested that she add what the "intent" of the attached documents to highlight their importance to the Trustees. LS asked for clarification of what the Development Committee (DC) endowment was. MC said it is an investment account treated as an endowment account and would get more clarification.</p> <p>LDF noted Maryfrance Smith's huge contribution of creating a Finding Aid of the files of the Russell Room.</p> <p>Discussion of the lengthy FY22 statistics put together by MC for the Maine State Library annual statistics. Of most concern was the very large turnover library directors in the MLAC document.</p> |

Respectfully submitted, Lori Parkinson, Recorder, Kennebunk Free Library Board of Trustee.

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|   |            | <p>Thanks to Sarah for all her hard work in coordinating the Annual Appeal and all the volunteers who came to stuff and stamp 4,000 envelopes.</p> <p><b>G&amp;P: Development:</b> LS was pleased that Anita listed the number of grants applied for and would like to see the total amount of money the grants represent.</p> <p>A hybrid committee that would include members of the community is being discussed at the May meeting. Forward Anita the names of any individuals who are well connected to the community, are knowledgeable about fundraising and development and could possibly provide some financial resources.</p> <p><b>Finance:</b> No update</p> <p><b>Nominations:</b> LDF reported that the committee now has six completed applications, with one more possibly on the way. Two are from Arundel, one from West Kennebunk. The committee was very strategic in who they reached out to and came up with highly qualified individuals submitting applications.</p> <p><b>Facilities:</b> No update</p> <p><b>PR&amp;E:</b> May Day Parade update. Participants should meet at Water Street by 12:45 and the parade begins at 1:30. Props and shirts will be provided. Encourage others to participate!</p> <p><i>LMC made the Motion to Approve</i></p> |
| <p><u>5. Report from Friends of the Library</u></p> | <p>PN</p>  | <p>The April meeting was in person, and well attended by four Trustees, ten Friends and three Staff. PN will meet with a veteran's wife who will take some of the paperback books to donate to the Vets. May Day Book Sale will be held May 6th in conjunction with May Day.</p>   |
| <p><u>6. Strategic Plan</u></p>                     |            | <p>No changes</p>  |
| <p><u>7. Old Business</u></p>                       |            | <p>Nothing</p>   |
| <p><u>8. New Business</u></p>                       | <p>LMC</p> | <p>First reading of the By Laws revision. LMC highlighted the most important changes:</p>  |

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|   |  | <p>Article IV, <u>TRUSTEES</u> - decision to delete the sentence under <i>Terms of Office</i> “One third or five of the Trustees shall be elected or re-elected by ballot at the June meeting.”</p> <p>Article V, <u>OFFICERS</u> - the President shall be an ex-officio member of standing committees “with the right to vote and have attendance count as part of the committee quorum.” The President shall “hold the Trustees accountable to ethical standards and will represent the Board and Library in the larger community in partnership with the library director.”</p> <p>The Vice President shall assume the duties of the President in the President’s absence “including attendance at standing committees when the President is unable to attend.”</p> <p>The Treasurer shall “preferably, be Chair of the Finance Committee, and, if not, the Treasurer should be a member of the Finance Committee.”</p> <p><i>Vote to approve will be at the May meeting.</i></p> |
| <p><u>9. Announcements and Other Business</u></p> |  | <p><b>FY22 Statistics</b> - should be read by Trustees as there is a lot of valuable information, including “circulation, budget figures and collection numbers.”</p> <p><b>Finding Aid</b> completed by Maryfrances Smith includes information about the 1993-96 expansion that will be helpful planning for a future expansion.</p> <p><b>Region 1 Newsletter</b> should be read by Trustees and covers the libraries in York and Cumberland counties.</p> <p><b>MLAC Data</b> - Amount of turnover very high. Last year in Region 1 there were 41 changes out of 60 total libraries. It was suggested to include the MLAC as part of the new trustee onboarding information..</p>   |
| <p><u>10. Executive Session</u></p>               |  | <p>None</p>  |

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| <u>11. Adjournment</u> | CW | <i>Motion to adjourn.</i><br>Meeting adjourned at: 5:06 pm  |
| <u>12. Key Dates</u>   |    | <p><b>May 6</b> – May Day/Fairy Festival<br/> <b>June 14</b> – DE&amp;I Training<br/> <b>July 14</b> – 26<sup>th</sup> Edition 5K<br/> <b>August 5</b> – Yard Sale<br/> <b>August 9</b> – Ice Cream Night at the Seashore Trolley Museum</p> <p><b>May 30</b> - Board of Trustees Meeting - 4:30 via Zoom.<br/> <a href="https://networkmaine.zoom.us/j/85600118767">https://networkmaine.zoom.us/j/85600118767</a></p> |