

Kennebunk Free Library
Board of Trustees – Meeting Minutes

Aug. 27, 2024

Call to Order: VL called the meeting to order at 4:30 pm at KFL and on Zoom.

1. Roll Call and Welcome Visitors:

Trustees Present: Greg Braun, Laura Dauphinais, Linda DeFelice, Laura Lancaster, Vicki Lyons, Linda Miller Cleary, Kate Ostell, Jim Perry, Judy Pitchforth

Trustees Absent: Beth Crowe

Director: Michelle Conners

Assistant Director: Allison Atkins

Development Director: Anita Randall

Friends of the Library: Peg Nelson, Deb Redding Sampson

2. Review of Agenda: (VL)

Vicki discussed 2 handouts: 1. “Kennebunk Free Library Meeting Ground Rules” taken from the Trustee Handbook and 2. “Duties and Responsibilities” excerpted from The Maine Library Trustee Handbook 2021. It was detailed where to find the full sources.

The next ME Library Trustee Roundtable will be Oct. 4, at the Maine State Library from 11AM to 1:45PM

The executive session was removed from the agenda.

3. Review and Accept Minutes from June 25, 2024 Board Meeting: (VL) Motion made by LDeF and seconded by LMC to accept minutes and was passed unanimously.

4. Acceptance of Submitted Reports:

Director’s Report August 2024

Strategic Planning Committee 8/7/24 and 8/21/24

Finance Committee 8/13/24

Public Relations and Events Committee 8/20/24

Facilities Committee 8/13/24

Governance and Policy Committee 8/21/24

Motion to accept the submitted reports made by LMC, seconded by LDeF and was passed unanimously.

Discussion followed:

Director's Report: Appreciation was shown for all the great work reflected in the Director's Report. MC and the Trustees congratulated Allision on her acceptance into the Strategic Library Development Program. Maria won \$1063 worth of new books with a Golden Ticket in the shipment of books from MidAmerica. Work on the windows in the reading rooms will start Sept. 4 and will affect programs and meetings for at least a couple weeks but up to a couple months.

Strategic Planning Committee: (MC) has reviewed all the feedback from the Committees except G&P, which hadn't met by the time of the SPC meeting. MC will aggregate all the feedback to create a first draft which will be presented to the Board in Oct. Details will be worked out in the Committees.

Finance: (GB) The June meeting was postponed, combined July/Aug meeting. Anita is still processing payments but noted the Annual Appeal was \$60,399.16 as of 8/13/24. July's summary was accepted and June's approved provisionally for final approval in September. The Strategic Priorities were discussed, and feedback given.

PR&E: (LD) Laura D reviewed the recent fundraising events; Seashore Trolley Museum raised \$660, 173 Mercantile still TBD. Fall events include Holiday Wreath Sale, Wine Tasting at a venue outside the library, "Wonderful Wednesday" at the Burleigh on 12/11/24 (KFL will receive a percentage of profits for the night), and "Fire and Ice" at the Nonantum. Anita noted KFL will receive a \$5000 donation but needs to provide 10 volunteers. There are still many openings to fill.

Facilities: (LD) Feedback for the Strategic Priorities is detailed in the committee minutes. Window update discussed above in Director's Report section.

G&P: (LMC/JP) Committee discussed Director's and Employees' job descriptions, and how to support full employment. The Strategic Priorities were reviewed and there was consensus to keep the goal of 100% staff satisfaction. There is a desire for a High School member of the Board, but this would require a change to the bylaws which state a member must be 18 years.

5. Report from Friends of the Library: (PN) The Blueberry Festival Book Sale earned \$1235.25. Peg expressed appreciation for help from Board members as well as Friends. Next sale will be 10/18-19. \$228 was received from Giddyworm for scanning done since May. The Friends are now also scanning for Better World Books, which hadn't been done previously. Next Friends meeting is 9/9 on zoom. New leadership is expected. This may be Peg's last Board meeting as a new liaison is anticipated. Deb and the Board expressed much gratitude for Peg's enormous contributions.
6. Strategic Plan: (MC) Covered in 4 above. Michelle will send her notes to the Committees. Please send any additional feedback to Michelle ASAP.
7. Old Business:

*Trustee Calendar and Contact List were presented. Please look for any necessary corrections.

*Conflict of Interest Form and Statement of Ethics Form need to be signed. All but one has done so.

8. New Business: None

9. Announcements and Other Business:

*Annual Appeal Phone Calls: Anita has slots for trustees to make thank you calls to donors. These calls are important to donors.

*5K Certificate Delivery: Anita says it is going very well, there are only a few undelivered in Walker Room. Discussion of how to reach a few hard-to-find donors and how much many donors appreciate the certificates. The race was the highest grossing that Anita is aware of, more than \$66,000 with an increase in higher end sponsors (\$500+). Discussion of in-kind donors, excellent food from Garden St., how food service has improved in efficiency and ease, Federal Jack's donation of all the beer which did well and the pizza truck from Appliance Advantage.

*Annual giving: Anita stated there is some redistribution of when and to which appeal people give now there are two campaigns. Some give to both, with an overall increase in the number of donors and amount given. In response to LMC wondering if two campaigns were worth the work, Anita said two are beneficial, not over-saturating. It is worth considering outsourcing one mailing. Michelle reiterated there is a good return on the mailings. In response to Vicky's inquiry about the race auction Anita said it earned \$9100 and there was an increased number of items.

*June 2024 statistics sent

*MSL Quarterly 8/24 sent

*Allison noted Inter Library Loans has re-started with resolving the backlogs. Patrons will be happy for it to start with new orders next week.

10. Executive Session: none

11. Adjournment: LD moved to adjourn; JP seconded
Adjourned at 5:10 pm

12. Key Dates: Committee meetings: TBD
Sept 9, 2024 - Friends meeting on zoom: Sept 9, 2024
Sept. 24 – Board of Trustees and Annual Meeting, 4:30 pm in person
Oct. 18-19 - Friends Book Sale

Next Board of Trustees Meeting September 24, 2024, 4:30 pm

Respectfully submitted, Kate Ostell, Kennebunk Free Library Board of Trustees Recorder

