

Kennebunk Free Library

Board of Trustees – Meeting Minutes

September 24, 2024 – Amended Oct. 29, 2024

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

**1. Roll Call and Welcome Visitors:**

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

Trustees Absent: Linda Miller Cleary

Staff Present: Michelle Connors, Director; Allison Atkins, Assistant Director; Anita Randall, Development Director

Friends of the Library: Risa Oganessoff Heersche

**2. Review of Agenda:** The Executive Session was removed from the agenda

**3. Review and Accept Minutes of the August 27, 2024, Board Meeting:**

Motion to accept minutes was made by Linda DeFelice, seconded by Laura Dauphinais, and passed unanimously.

**4. Acceptance of submitted reports:**

Motion to accept submitted reports was made by Jim Perry, seconded by Judy Pitchforth, and passed unanimously.

- Director's Report: Michelle reported there was a visit from goats, and human volunteers, to help clear brush along the parking lot and Cemetery border. Inter Library Loan is running again although it was off to a rough start due to backlogs and the new company having to work out some issues with vehicles and drivers.
- Strategic Planning Committee 9/4/24 & 9/18/24: Michelle announced the final review of the Strategic Plan by the Committees will be at their October meetings. An Open House to announce the new plan and to thank the community for their participation will be November 19 from 4-6pm. Copies of the Strategic Plan will be available.
- Finance Committee (9/10/24): Greg stated the final review of June is still to come. Michelle said the annual appeal is being added in.
- Public Relations & Events (9/10/24): Because the upstairs is so noisy with the windows removed, Laura L. said the committee is still looking for a venue for a wine tasting event. She will talk to the Brick Store Museum. Other possibilities are being explored.
- Facilities Committee (9/10/24): Nothing was added to the minutes.
- Governance and Policy Committee (9/11/24): The committee will be setting a date for their October meeting hopefully by tomorrow.

**5. Report from Friends of the Library:** Risa announced the Book Sale made more than \$3600. The next sale will be Sat. October 19 as part of the HarvestFest. Peg will be asking for volunteers. The Friends only sale will be October 18 from 5-7pm. The next Friends meeting is November 4 at which there will be elections for new leadership. Cat Boucher – leadership; Kathy Porter and Bob Porter – liaison; Liz Hamill – recorder. This is great news as it has been difficult to recruit leaders and fresh ideas will be welcome. Peg will focus on book sales. Michelle will send a note of thanks to Peg for her great service as liaison.

**6. Strategic Plan:** See discussion above. A copy of the Plan will be available for approval at the October Board meeting.

**7. Old Business:** The KFL Mission remains the same. The Vision has changed to “Kennebunk Free Library will continue to be a vital community hub, expanding its offerings, extending its reach, nurturing its human resources, and ensuring open access for generations to come.”

**8. New Business:**

Committee selections for this year were made as follows:

- Facilities – Laura Dauphinais (Chair), Beth Crowe, Vicki Lyons (ex-officio), Kate Ostell, Judy Pitchforth
- Finance – Greg Braun (Chair), Jim Perry, Michael Brigham (community member), Vicki Lyons (ex-officio)
- Governance and Policy – Greg Braun, Linda DeFelice, Linda Miller-Cleary, Vicki Lyons (ex-officio), Jim Perry, Judy Pitchforth (Chair)
- Public Relations and Events – Laura Dauphinais, Laura Lancaster (co-chair), Vicki Lyons ex-officio), Kate Ostell (co-chair)

**9. Announcements and Other Business:**

July 2024 Statistics: There were no questions for Michelle.

Development: Anita reports:

A. Worthy Wednesday at the Burleigh – On December 11, 10% of the restaurant’s profits will be donated to KFL. The link for reservations is live. Tell your friends and family.

B. December 13 is KFL volunteer night for Fire and Ice at the Nonantum. From about 5:15 to 9 or 10 pm the Library will provide 10 volunteers for the event in exchange for a grant of \$5000. Five, maybe six, people have signed up so 4-5 more are needed. Suggestions were made for who might be willing, and Anita asked for any additional names be given her. The question of parking that night was discussed.

C. Holiday Giving Campaign, which was started two years ago, added a Trustee Match along with the Cole Harrison match last year. Anita would like to do this again and

asked if, as a group, the Trustees could pledge \$2500. This is totally voluntary and up to each trustee how much and when they choose to donate, to Holiday Giving or to the Annual Appeal, although Anita would like to concentrate on the Holiday Giving. More than \$41,000 was raised last year. Michelle has set the goal at \$50,000 for this year. A match of \$5000 lowers that goal to \$45,000, a match of \$10,000 to \$40,000 etc. Anita is broadening the ask to other major donors and hopes to grow beyond the \$5000 match although there are no hard commitments yet. Please send a private email to Anita by Friday October 4 with the amount you would like to pledge.

**10. Executive Session:** None

**11. Adjournment:** Meeting Adjourned at 5:09 pm

Next Board of Trustees meeting: October 29, 2024, 4:30 pm

**Addendum:** Michelle will send thank you notes to both Risa and Peg for their service as co-liaisons for the Friends.

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