

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

**February 28, 2023 - KFL BOT Meeting**

<u>Item</u>	<u>People</u>	<u>Action</u>
<u>Call to Order</u>	RL	The virtual meeting via Zoom was called to order at: 4:31
<u>1. Roll Call and Welcome</u>	RL	<p><u>Trustees Present:</u> Anne Bertucci, Greg Braun, Linda Miller Cleary, Ruth Dater, Laura Dauphinais, Linda DeFelice, Rosemary Lavoie, Lori Parkinson, Louise Sandmeyer</p> <p><u>Trustees Absent:</u> _Connie Wood</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, Risa Oganessoff Heersche</p>
<u>2. Review of Agenda</u>	RL	Short Executive Committee meeting will be added at the end of the regular meeting
<u>3. Review and Accept Minutes of January 31, 2023 Board Meeting</u>	<u>RD/LD</u>	<i>Motion made, seconded, and passed unanimously to accept the January 31, 2023 Minutes.</i>
<u>4. Acceptance of Submitted Reports</u> <ul style="list-style-type: none"> <li>● Director's Report 01/23</li> <li>● Finance 01/10/23</li> <li>● Development 01/10/23</li> <li>● Facilities 01/12/23</li> <li>● PR&amp;E 01/12/23</li> <li>● G&amp;P 01/18/23</li> </ul>	<u>LDeF/AB</u>	<p><b>Director:</b> Suggestion for Michelle that she keep track of additional projects and time to fill out the mandatory 2022 census embedded into the tax forms due March 15. (LS)</p> <p>Kudos Michelle for meeting with 1:1 with new town manager, Heather Balsler, to show her around the KFL. They will continue to meet on a monthly basis. (LDeF)</p> <p>Clarification on what the National Digital Equity Center does. (LD). KFL provides oversight to service facilitators.</p> <p>Let the Trustees know how much time is involved in providing proper documentation of the three incidents reported and overall how much time staff</p>

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

		<p>is spending dealing with such incidents. (LS)</p> <p><b>G&amp;P:</b> Review of the By-Laws is underway and LMC will ask the BoT to review the edits.</p> <p><b>PR&amp;E:</b> Trustees encouraged to order their pies for Pie Day fundraiser. (LP) Approximately 50 have been sold to date.</p> <p><b>Nominations:</b> Discussion of the results of the Trustee self analysis showed five “Gap” areas. Important qualities missing are <i>experience in leadership and being well connected in the community</i>. Contact either LDef or LD with names of potential BoT members by March 10th. Potential members from Arundel, West Kennebunk encouraged, as well as parents of children who frequently visit the KFL.</p> <p><b>Finance:</b> Unrestricted grant (30K) was received from the Virginia Hodgkins Somers Foundation in December. Kudos to Michelle for her presentation, and acceptance, of the KFL budget to the Town.</p> <p><b>Facilities:</b> no report as the committee did not meet. Michelle, Rosemary and Connie are the only members at this time.</p> <p><i>Vote was unanimous to accept all the reports.</i></p>
<u>5. Report from Friends of the Library</u>	PN	<p>“Love was not in the air” for the Valentine’s Day pop- up book sale. With \$20 in sales, it was decided to not hold any pop-up books sales for a while. Please renew your Friends membership.</p> <p>\$291.69 check was received from Giddyworm.</p> <p>Next Friends meeting is April 10th</p>
<u>6. Strategic Plan</u>		No additional updates.
<u>7. Old Business</u>		No Old Business
<u>8. New Business</u>	LDeF/LS	<b>Facility Assessment.</b> Lengthy discussion of the interior space assessment. Tyler Barter (Oak Point Associates) has given the KFL a \$6,500 proposal to

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

		<p>do the assessment. Michelle needs BoT approval for all expenditures over 5K. The Town approved our request \$25K (maximum) for the assessment, so we have the funds needed. It will be important to show that the KFL has done everything possible with the space we currently have.</p> <p>Discussed “Integrative Planning” combining strategic planning, development, staffing requirements. Do we need to hire a consultant to work with us on the next phase of our strategic plan and what is the cost involved? What is our plan for the future?</p>
<u>9. Announcements and Other Business</u>		<p>Review the MLA newsletter. Wage study (page 5) will go ahead and Michelle will be part of the committee. KFL received a \$1000 unrestricted donation from a happy patron!</p>
<u>10. Executive Session</u>		<p>Executive Session was called to order at 5:23</p> <p>Review of where we stand with our DEI training. RL is working on finding a consultant for training for the BoT and training should be completed by the end of June, 2023.</p> <p>Brief discussion of Michelle’s performance review. Please reach out to Michelle if you wish to discuss her performance review, as she is open to honest discussion and wishes to constantly improve.</p>
<u>11. Adjournment</u>		<p>Meeting adjourned at: 5:48</p>
<u>12. Key Dates</u>		<p>March 28, 2023 , Board of Trustees Meeting - 4:30 via Zoom.  <a href="https://networkmaine.zoom.us/j/85600118767">https://networkmaine.zoom.us/j/85600118767</a></p>