

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

August 29, 2023

Item	People	Action
<u>Call to Order</u>	LP	The meeting was called to order at 4:29 pm at KFL.
<u>1.Roll Call and Welcome</u>	LP	<p><u>Trustees Present:</u> Beth Crowe, Laura Dauphinais, Linda DeFelice, Laura Lancaster, Vicki Lyons, Linda Miller Cleary, Kate Ostell, Lori Parkinson, Judy Pitchforth</p> <p><u>Trustees Absent:</u> Greg Braun</p> <p><u>Director:</u> Michelle Connors (not available)</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>	LP	<p>-Added Announcement of Public Library Trustee Roundtable.</p> <p>-Changes to multiple September meeting days and times: PR&E – 9/12 at 3pm G&P – 9/13 at 2:30pm Facilities – 9/14 at 4pm</p>
<u>3.Review and Accept Minutes of the June 27, 2023 Board Meeting</u>	LDeF/KO	A motion was made, seconded, and passed unanimously to accept the June 27, 2023 minutes.
<u>4.Acceptance of Submitted Reports</u> <ul style="list-style-type: none"> • Dir. Report August • Development 8/8/23 • Facilities 8/10/23 • Finance 8/8/23 • G&P 8/9/23 • PR&E 8/10/23 	VL/LMC	<p>Motion made, seconded, and passed unanimously to approve all reports.</p> <p>Regarding the Director’s Report, it was noted that teen participation is increasing.</p> <p>Regarding the Development Committee, Anita clarified that the Road Race is now bringing in 25% of the yearly funding that KFL needs to raise. Also, Anita proposed establishing a Trustee pledge where Trustees donate all or some of their yearly donation during the Holiday Giving campaign versus just during the Annual Appeal. A Trustee pledge amount could motivate local businesses to donate towards a “matching” total. The Matching Campaign is a “hit” with donors and this strategy would potentially increase the</p>

		<p>“matching” total from last year. Trustees are to let Anita know if they plan to contribute to the Holiday Giving Campaign and how much \$ they plan to contribute.</p> <p>Regarding the Finance Committee, Lori noted that \$349,000 from the Investment Account was used in August to purchase the remaining 1 Fletcher Street lease, making that building now a tangible KFL asset.</p> <p>Regarding the Facilities Committee, Lori P. and Laura D. will be the co-chairs for this committee. This committee will be heavily involved with Strategic Planning as a path forward is developed for 1 Fletcher Street.</p> <p>Regarding the PR&E Committee, Laura D added that the KFL night at the Seashore Trolley Museum netted \$755 for the KFL.</p>
<u>5.Report from Friends of the Library</u>	PN	<p>The July book sale raised \$1494.60. The next book sale is October 14. A Friends meeting is scheduled for 9/11, via Zoom, at 5:30p.m. Peg reminded all that trustees are encouraged to join the Friends for just \$5 per year. There are approximately 60 Friends at this time. Friends’ funds pay for museum passes, various programming, Overdrive and kanopy, to name a few things. Peg also relayed a message that Deb Sampson thanks the Trustee for the summer opportunities.</p>
<u>6.Strategic Plan</u>	LDeF	<p>Vicki Lyons and Linda DeFelice will co-chair the Strategic Planning committee. The next meeting is on 9/6 at 10a.m. and will focus on drafting questions for potential consults and expected outcomes. The goal is to have the plan available for the Trustees to review in October 2024.</p>
<u>7.Old Business</u>	n/a	n/a
<u>8.New Business</u>	AA/LP	<p>A summary of the Road Race financials was included proving it to be a very successful event.</p> <p>The purchase of the remaining lease on 1 Fletcher Street was completed on August 25, 2023. The following motions were made and approved by the Executive Committee to enable the purchase:</p> <p>July 26, 2023 - The Executive Committee moves to authorize the Library Director, Michelle Connors, to sign a Purchase and Sale Agreement between the Kennebunk Free Library Association and Smith & Newell Real Estate Company for the \$345,000 unfinanced purchase of the leasehold interest in the building located at 1 Fletcher Street, Kennebunk, Maine with</p>

		<p>Kathy Ostrander Roberts of Kennebunk Port & Shore Realty as Buyer's Agent. Motioned by Greg Braun, Seconded by Laura Dauphinais.</p> <p>August 10, 2023 - I move that the Executive Committee authorize Michelle to use funds from the library's investment account (\$350,000) for closing costs for 1 Fletcher St. Motioned by Linda DeFelice, Seconded by Lori Parkinson.</p>
<u>9. Announcements and Other Business</u>	AA/LDeF	<p>New Remote Workers Grant announced for \$91,661.18. ARPA funds will support electrical upgrades, furniture for remote workers, WIFI upgrades and a parent/child workstation that includes a playpen.</p> <p>A Public Library Trustee Roundtable is happening 9/29 at the Maine State Library in Augusta. Linda DeFelice is coordinating a KFL delegation. Interest is due to Linda by 9/21.</p>
<u>10. Executive Session</u>	n/a	n/a
<u>11. Adjournment</u>	LD	<p>Motion to adjourn. Meeting adjourned at 5:14 pm</p>
<u>12. Key Dates</u>		<p>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.</p> <p>Other Dates: 9/11– KFL Friends Meeting – 5:30 p.m. Via Zoom - https://us02web.zoom.us/j/87364533713 9/29 – Public Library Trustee Roundtable Maine State Library Augusta 10/14 – KFL Harvest Book Sale</p> <p>September 26th – Trustee Meeting – 4:30 p.m. https://networkmaine.zoom.us/j/85600118767 (if needed)</p>

Respectfully submitted, Laura Dauphinais, Kennebunk Free Library Board of Trustees Recorder