

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

Draft January 31,2023 from 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 4:31pm
<u>1.Roll Call and Welcome</u>	RL	<p><u>Trustees Present:</u> Greg Braun, Linda Miller Cleary, Ruth Dater, Laura Dauphinais, Linda DeFelice, Rosemary Lavoie, Lori Parkinson, Louise Sandmeyer, Connie Wood</p> <p><u>Trustees Absent:</u> Anne Bertucci, Nikki Evans</p> <p><u>Director:</u> Michelle Conners</p> <p><u>Assistant Director:</u> Allison Atkins</p> <p><u>Development Director:</u> A. Randall</p> <p><u>Friends of the Library:</u> Peg Nelson</p>
<u>2.Review of Agenda</u>	RL	
<u>3.Review and Accept Minutes of the November 29, 2022, Board Meeting</u>	LDeF/ RD	Motion made, seconded, and passed unanimously to accept the November 29, 2022, Minutes.
<u>4.Acceptance of Submitted Reports</u> <ul style="list-style-type: none"> • Director’s Report 01/23 • Finance 01/10/23 • Development 01/10/23 • Facilities 01/12/23 • PR&E 01/12/23 • G&P 01/18/23 	LS/GB	<p>MC: AWS reached out to KFL about having an “foster cat” at the KFL that will fit the personality of the library. They will provide all necessary supplies, including a cage. AWS will handle all adoption process.</p> <p>GB/Finance: Reviewed last month’s finances. “Endowment (substantial restrictions- doesn’t touch principal) vs Quasi Endowment” (has own self imposed restrictions, no outside control.) Fabulous Finds gave KFL a check for \$11K thanks to LMC, putting the KFL \$7K in the black for 2022.</p> <p>Committee met with accountant and the Form 990 was included in the January board packet. Email approval ratified prior vote.</p> <p>AR/Dev: Request for Road Race sponsors. Each trustee is asked to give the names of three businesses o Anita by</p>

		<p>March 10th.</p> <p>LP/PR&E: Pi Day is on the calendar. Rosemary will organize the volunteers. A few extra pies will be ordered and cut into pieces and sold individually.</p> <p>LMC/G&P: Strategic plan (next five-year plan) is in early planning stages.</p> <p>LDeF/Nominations: Skills Assessment the Survey for BoT will be available tomorrow.</p>
<u>5. Report from Friends of the Library</u>	PN	<p>Pop-Up Valentine's Day book sale the week of February 9th.</p> <p>Non-fiction books have been relocated to accommodate Young Adult books and games.</p> <p>Trustees, please renew your Friends membership and donate books.</p>
<u>6. Strategic Plan</u>	N/A	In early planning stages
<u>7. Old Business</u>	RL	<p>FY24 Budget was approved.</p> <p>Tax Form 990 will be available to the public online.</p> <p>Discussion of Arundel and if they should contribute more.</p>
<u>8. New Business</u>	RL	<p>Tax Form 990 and review will be available to the public online.</p> <p>First programs for Family Place will start in April.</p> <p>Tech Training: Google Docs with Emmaline (Feb 8th) and Tour of the updated website with Allison (Feb 14th)</p>
<u>9. Announcements and Other Business</u>	RL	Region 1 Newsletter is worth a read to see what other libraries are doing. Family Place progress report.
<u>10. Executive Session</u>		<p>Board meeting adjourned 5:25pm</p> <p>Exec Session started at 5:30pm</p> <p>Purpose of the Exec Session - to discuss Director's performance evaluation, DEI training, and staff succession process.</p> <p>Laura D and Connie W did not attend the Executive Session.</p>

<u>11.Adjournment</u>		Meeting adjourned at 5:40pm
<u>12.Key Dates</u>		February 28, 2023, Board of Trustees Meeting – 4:30pm via Zoom https://networkmaine.zoom.us/j/85600118767

Respectfully submitted, Lori Parkinson, Recorder, Kennebunk Free Library Board of Trustees