

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

June 27, 2023 – Minutes 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 4:31 pm.
<u>1.Roll Call and Welcome</u>	RL	<p><u>Trustees Present:</u> Greg Braun, Ruth Dater, Laura Dauphinais, Linda DeFelice, Rosemary Lavoie, Linda Miller Cleary, Lori Parkinson, Louise Sandmeyer, Connie Wood</p> <p><u>Trustees Absent:</u> n/a</p> <p><u>Director:</u> Michelle Connors</p> <p><u>Assistant Director:</u> Allison Atkins</p> <p><u>Development Director:</u> Anita Randall (not available)</p> <p><u>Friends of the Library:</u> Peg Nelson</p> <p><u>Incoming Trustees:</u> Beth Crowe, Laura Lancaster, Vicki Lyons, Judy Pitchforth</p>
<u>2.Review of Agenda</u>	RL	No change
<u>3.Review and Accept Minutes of the May 30, 2023 Board Meeting</u>	LDeF/CW	A motion was made, seconded, and passed unanimously to accept the updated May 30, 2023 minutes, with addition of bylaw approval from last meeting.
<u>4.Acceptance of Submitted Reports</u> <ul style="list-style-type: none"> • Dir. Report June • Development 6/13/23 • Facilities n/a • Finance 6/13/23 • G&P n/a • Nominations n/a • PR&E June 	LS/LP	<p>Michelle and Allison noted the names of the books to have bookplates added to commemorate the Board service of Rosemary, Louise and Ruth whose 6-year terms end this month. Also, the staff has gone through the hiring process resulting in 3 new employees. The new KFL cat, Prince, has already been adopted. We await another cat.</p> <p>Regarding the Development Committee, Louise asked Michelle to follow up with Anita regarding the list of potential names for the hybrid Development Committee.</p> <p>Regarding the Finance Committee, Greg mentioned that the second reading of the investment account policies is completed.</p> <p>Regarding the Nominations Committee, Linda DeF mentioned the votes taking place in this meeting for both the new executive committee and new trustees. She reminded</p>

		<p>continuing Board members they will be contacted regarding their mentoring assignment of a new trustee.</p> <p>Regarding the Facilities Committee, Michelle reminded that we are still waiting on the architectural report that may still take a few months. One of the new hires is a replacement for Leroy (maintenance) and he will overlap Leroy a couple of months.</p> <p>Regarding the PR&E Committee, Lori met with Laura D to facilitate the transition of that committee's leadership.</p> <p>Motion made, seconded, and passed unanimously to approve all reports.</p>
<u>5.Report from Friends of the Library</u>	PN	The next book sale is July 22 nd as part of the Blueberry Festival. Peg will be reaching out for volunteers.
<u>6.Strategic Plan</u>	RL	The strategic planning process will start in the fall, after the Road Race and July Board break. Rosemary mentioned the previous process is well documented but she and Louise have offered to answer questions as the committee gets started.
<u>7.Old Business</u>	GB	<p>Greg talked to the updates made to the Investment Account Policy and Investment Spending Policy. A vote was held and unanimously approved to accept the updated policies.</p> <p>Linda DeF noted that there are no updates to the Trustee Applications in review.</p>
<u>8.New Business</u>	MC/RL	<p>Michelle included in the Board packet drafts of the Maine State Digital Equity Plan and MCA State Broadband Action Plan for members to read.</p> <p>Rosemary thanked everyone for attending the well-received DEI training. She urged members to review the materials that have been forwarded as well as our mission statement. Louise suggested documenting and keeping reviews of any vendors that we pay for services, starting with the DEI training. Linda Miller Cleary suggested that each committee talk about what they can leverage from the session.</p> <p>Michelle will be sending out Road Race assignments shortly and thanked those that had replied with preferences.</p>
<u>9.Announcements and Other Business</u>	RL/MC	<p>Rosemary thanked Connie for serving on the Board.</p> <p>Michelle announced that Kat (library assistant) is retiring and her last day is June 30.</p>
<u>10.Executive Session</u>	<p>LDeF</p> <p>LS/RD</p>	<p>Linda DeF presented the proposed new trustees, officers and committee chairs for the next fiscal year.</p> <ul style="list-style-type: none"> • Voted and approved new Trustees:

	LS/LMC	<ul style="list-style-type: none"> ○ Beth Crowe ○ Laura Lancaster ○ Vicki Lyons ○ Kate Odell ○ Judy Pitchforth ● Voted and approved new Officers for FY2024 <ul style="list-style-type: none"> ○ President – Lori Parkinson ○ Vice President – Linda DeFelice ○ Treasurer – Greg Braun ○ Recorder – Laura Dauphinais <p>Existing board members and new trustees will be contacted about upcoming mentoring relationships.</p> <p>Linda thanked Rosemary, Ruth, Louise and Connie for their service on the board.</p>
<u>11.Adjournment</u>	LDeF	<p>Motion to adjourn. Meeting adjourned at 5:02 pm</p>
<u>12.Key Dates</u>		<p>Dates for committee meetings will be sent out on the Monthly Dates and Assignment List. <i>Committee Chairs will confirm if a meeting will be held.</i></p> <ul style="list-style-type: none"> ● Friday, July 14th – Road Race 26th Edition ● Saturday, July 22nd – Book Sale ● Saturday, August 5th – Yard Sale ● Wednesday, August 9 – Ice Cream Night at the Seashore Trolley Museum <p>August 29th – Trustee Meeting – 4:30 p.m. https://networkmaine.zoom.us/j/85600118767</p>

Respectfully submitted, Laura Dauphinais, Kennebunk Free Library Board of Trustee