

KENNEBUNK FREE LIBRARY
BOARD OF TRUSTEES – MEETING MINUTES
February 22, 2022

<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 4:30pm.
1. <u>Roll Call and Welcome</u>	RL	<p><u>Trustees Present:</u> Anne Bertucci, Greg Braun, Linda DeFelice, Nikki Evans, Rosemary Lavoie, Linda Miller Cleary, Lori Parkinson, Dan Riggall, Adelaide Taylor, Madeleine Tunison, Connie Woods</p> <p><u>Trustees Absent:</u> Ruth Dater, Louise Sandmeyer</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</p>
2. <u>Review of Agenda</u>	RL	No additions or changes were needed.
3. <u>Review and Accept Minutes from the January 25, 2022 Board Meeting</u>	LD/CW	Motion made, seconded, and passed unanimously to accept January 25, 2022 Minutes as corrected.
4. <u>Acceptance of Submitted Reports</u> - Director's Report - 2/2/22 Nominations Committee - 2/8/22 Development Committee (brainstorming session notes included) - 2/10/22 Facilities Committee - 2/10/22 PR&E - 2/16/22 Governance and Policy Committee	DR/LP	<p><u>Director's Report</u></p> <ul style="list-style-type: none"> -To date, 47 pies have been sold. - Rosemary congratulated Library Assistant Emmaline on her acceptance to Kent State University's MLIS program. -Allison described KFL and Kennebunk's Task Force on Aging collaboration on a pilot program to purchase and train 10 community members on the use of smart speakers. -Michelle explained The Road Race has been rebranded as a 5K race as part of the route may go through Hope Woods. -Rosemary noted that Ben, Technology Educator, is building on what Jon did for the library. <p><u>Nominations Committee</u></p> <p>Adelaide thanked Rosemary, Nikki, and Linda D. for their participation in the February 15 Trustee Information Session.</p>

		<p><u>Development Committee</u> Dan conveyed the Development Committee is in transitioning as a committee now that a Director of Development has been hired.</p> <p><u>Facilities Committee</u> Adelaide reported that the Facilities Committee would report to the Board in March about their discussion regarding what the perfect library would entail.</p> <p><u>PR & E</u> Lori thanked Linda MC and KFL Administrative Assistant Sarah for their help with March Madness prep. March Madness auction will take place March 21-31.</p>
5. <u>Report from Friends of the Library</u>	PN	Peg told us about the success of the February Pop-Up Book Sale in raising \$150, the work of the Book Sorting Committee, and the use of Google calendar to streamline book sorting scheduling.
6. <u>Strategic Plan</u> - Director goal updated for 2021	RL	Michelle noted that she updated the Director goals through 2021 on the Strategic Plan.
7. <u>Old Business</u>	N/A	
8. <u>New Business</u> - Collection Policy and Procedures (first reading)	LD	<p>-Michelle explained that Allison, Maria, Kate, Jon, and she started reviewing the Collection Policy in the Fall of 2021 as a regular review, not as a reaction to the large uptick in nationwide challenges.</p> <p>-Linda D noted that G&P members had read collection policies from libraries in ME, CA, NJ, and Texas.</p> <p>-Greg observed that the KFL policy was consistent with norms, processes, and procedures.</p> <p>-Linda MC noted the similarity between RSU 21 and KFL's first step in their respective policy's challenge process.</p> <p>-Michelle told us that in the past six years, two challenges went through the full challenge process. She said the policy was a great collaborative effort.</p> <p>-The second reading and vote will take place at the March meeting.</p>
9. <u>Announcements and Other Business</u> - Summary of Trustee Information Session - BOT Education Series: Review of Strategic Plan	RL	<p><u>The Trustee Information Session</u> was a success with six community members attending and asking questions. Rosemary and Dan thanked Adelaide for her work on creating and implementing the Information Session. Adelaide urged us to conduct outreach to find potential candidates. We will have three openings as of July 2022. Potential candidates will be invited to attend BOT meetings.</p>

		<p><u>BOT Education Series: Review of Strategic Plan</u></p> <p>-Rosemary provided background regarding KFL's 2019-2024 Strategic Plan. She noted the next five year plan will be established by mid-year 2023.</p> <p>-Anne observed that Starboard Leadership Consulting was outstanding in assisting the Board in developing a road map. Michelle noted that the town of Kennebunk is currently using Starboard for their strategic plan.</p> <p>-Rosemary relayed that Committee Chairs will meet in May or June.</p> <p>-Feedback/suggestions regarding the draft KFL BOT Education Series should be sent to Rosemary.</p>
10. Executive Session	N/A	
11. Adjournment	DR	Meeting adjourned at 5:15pm
12. Key Dates		<p>-Pi(e) Day orders end on February 28</p> <p>-March Madness items to be delivered to Lori by March 1</p> <p>-Pi(e) Day pickup March 11</p> <p>-March Madness online auction March 21-31</p> <p>-Friends next meeting April 11 at 5:30pm via Zoom</p>

Respectfully submitted, Linda DeFelice, Vice President, Kennebunk Free Library Board of Trustees