

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

March 28, 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: 4:30 pm
<u>1. Roll Call and Welcome</u>	RL	<p><u>Trustees Present:</u> Anne Bertucci, Linda Miller Cleary, Ruth Dater, Laura Dauphinais, Linda DeFelice, Rosemary Lavoie, Lori Parkinson, Louise Sandmeyer</p> <p><u>Trustees Absent:</u> Greg Braun and 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 and Risa Oganessoff Heersche</p>
<u>2. Review of Agenda</u>	RL	
<u>3. Review and Accept Minutes of the March 28, 2023 Board Meeting</u>	RD/LS	<i>Motion made, seconded, and passed unanimously to accept the February 28, 2023 Minutes.</i>
<u>4. Acceptance of Submitted Reports</u> <ul style="list-style-type: none"> ● Director's Report ● Finance ● Development ● Facilities ● PR&E ● G&P 	<u>LS/RD</u>	<p>Director's Report: discussion of the <i>time and effort involved in planning a program</i> (Drums of West Africa used as an example) and the toll it takes on the staff. LS asked that the number of participants be included (70 for the Drummer) for additional context.</p> <p><i>Kudos to Maria</i> (LDF) for being recognized by her peers and giving an interview to the Maine Department of Education for the purpose of highlighting her job as a Child/Youth Librarian.</p> <p><i>Great job to Anita</i> (LS) for dramatically increasing the number of sponsors for the 5K Race.</p> <p>Kindness Club is doing wonderful things in conjunction with KES (LMC)</p>

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

		<p>G&P: At the April Board meeting, the First Reading of the revised By-Laws will be discussed. Please review them in the next Board packet. (LMC)</p> <p>Development: No additions to the report.</p> <p>Finance: No additions to the summary included.</p> <p>Nominations: Two information sessions for potential Trustees will be held on April 4th and April 19th. LDF stated that 30 potential Trustees had been contacted so far and we have two submitted applications. The committee is recruiting strategically focusing on those with financial, facilities, organizational and leadership experience</p> <p>PR&E: Update on the Pi Day sales. (LP) Pies sold: 66 for a profit of \$350, with additional donations of \$80. Individual whoopie pies brought in \$66 for a grand total of \$476, Discussion of the upcoming 5K Race and the request for Trustees to consider donating a basket and/or individual item. Thanks to AB for offering to donate a handmade basket for the auction. Collaboration between Trustees encouraged!</p>
<u>5. Report from Friends of the Library</u>	PN	Five new book sale volunteers have been recruited by PN. The Friends raised \$4,700 from January - December, 2022! Next Friends meeting will be <i>in person</i> on April 10th at 5:30 pm.
<u>6. Strategic Plan</u>	MC	No current updates (MC) to report. AB asked how much the consultant cost for the last plan. MC shared that the consultant was about \$18,500, plus printing and misc expenses for a total amount around \$20K. RL stressed that she does not want to see any gap between when the current SP ends (2024) and the next one begins. LS shared the timeline the Board worked on the first plan (August 2017 - June 2018.) It was suggested (RL) that a small group work to talk about the framework, budget, what steps need to be taken and what that would entail during a three hour session from 4-7 pm. Linda Lucas (previous chair for the last SP) has been approached about attending. Discussions would start at the end of May/early June with focused work to begin at the end of August.
<u>7. Old Business</u>		None to discuss

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

<p><u>8. New Business</u></p>	<p>RL</p>	<p>Leroy's departure at the end of June and finding a replacement. The new hire could be full time, part time, subcontracted or a hybrid depending on who applies with the salary the KFL can offer. Good project management skills are critical for MC as well as maintenance and custodial work.</p> <p>Mandatory DE&I Training - June 14th from 9-noon with consultant Mandy Levine. Board and Staff Leaders (Michelle, Allison, Anita and Maria) to attend. Cost is \$3,200 for up to 40 attendees. MC to decide if the rest of the staff is included, or if they have a separate session. New Trustees may be asked to attend. TBD</p> <p>Michelle's Goals - LS suggested that her list was rather actions or strategies that lead to the accomplishment of Michelle's larger goals.</p>
<p><u>9. Announcements and Other Business</u></p>		<p>None</p>
<p><u>10. Executive Session</u></p>		<p>None</p>
<p><u>11. Adjournment</u></p>		<p>Meeting adjourned at: 5:38 pm</p>
<p><u>12. Key Dates</u></p>		<p>April 10 – Friends Meeting – 5:30 May 6 – May Day/Fairy Festival June 14 – DE&I Training July 14 – 26th Edition 5K August 5 – Yard Sale August 9 – Ice Cream Night at the Seashore Trolley Museum</p> <p>April 25 - Board of Trustees Meeting - 4:30 via Zoom. https://networkmaine.zoom.us/j/85600118767</p>