

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

May 30, 2023 DRAFT 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: 4:32 pm
<u>1. Roll Call and Welcome</u>	RL	<p><u>Trustees Present:</u> Greg Braun, Linda DeFelice, Rosemary Lavoie, Lori Parkinson, Louise Sandmeyer, Connie Wood</p> <p><u>Trustees Absent:</u> Linda Miller Cleary, Ruth Dater, Laura Daupinaiis</p> <p><u>Director:</u> Michelle Connors (away at conference)</p> <p><u>Assistant Director:</u> Allison Atkins</p> <p><u>Development Director:</u> Anita Randall (away at conference)</p> <p><u>Friends of the Library:</u> Risa Oganessoff Heersche</p> <p><u>Incoming Trustee:</u> Judy Pitchforth</p>
<u>2. Review of Agenda</u>	RL	
<u>3. Review and Accept Minutes of the April, 24 2023 Board Meeting</u>	LS/GB	<i>Motion made, seconded, and passed unanimously to accept the April 24, 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 		<p>Director's Report: In the absence of Michelle, LDF highlighted Maria's efforts to meet with the RSU21 librarians and host the 3rd grade classes for story time and a craft. Emmaline received this year's Phyllis E Ainsworth scholarship from the MLA for her library education. Kat will be retiring after ten years at the KFL and will be greatly missed.</p> <p>G&P:</p> <p>Development: Ongoing discussion about what the DC should look like moving forward.</p> <p>Finance: Due to the small number of current Trustees in attendance, the First Reading has been moved to the June BoT meeting.</p>

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

		<p>Nominations: Kudos to the committee for putting together a qualified slate. Eileen Jacobsen has withdrawn her application. Vote will take place at the June 27th Board meeting.</p> <p>Facilities: LeRoy's "Maintenance Manager" 35 hours/week job description has been posted. Michelle has interviewed one person.</p> <p>PR&E: Support 5K race!</p> <p><i>GB/LDF made the Motion to Approve</i></p>
<p><u>5. Report from Friends of KFL</u></p>	<p>ROH</p>	<p>May Day Book Sale brought in a record \$1,403.75. Next book sale is July 24th at the Blueberry Festival.</p> <p>Friends are participating in <i>Operation Paperback</i> thanks to volunteer Dorothy Hirshley from Saco.</p> <p>Operation Paperback is a national, non-profit organization, whose volunteers collect gently-used books and send them to American troops overseas, as well as veterans and military families here at home.</p> <p>https://operationpaperback.org/</p> <p>Friends now have a committed and strong core of volunteers and appreciate the support from the Board.</p> <p>A big "Thank You" to Rosemary for leadership and hard work during her tenure as President of the BoT from The Friends of the KFL!</p>
<p><u>6. Strategic Plan</u></p>		<p>No changes</p>
<p><u>7. Old Business</u></p>	<p>LP/GB</p>	<p>Second reading of the ByLaws revision. LMC highlighted the most important changes:</p> <p>Article IV, <u>TRUSTEES</u> - decision to delete the sentence under <i>Terms of Office</i> "One third or five of the Trustees shall be elected or re-elected by ballot at the June meeting."</p> <p>Article V, <u>OFFICERS</u> - the President shall be an ex-officio member of standing committees "with the right to vote and have attendance count as part of</p>

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		<p>the committee quorum.” The President shall “hold the Trustees accountable to ethical standards and will represent the Board and Library in the larger community in partnership with the library director.”</p> <p>The Vice President shall assume the duties of the President in the President’s absence “including attendance at standing committees when the President is unable to attend.”</p> <p>The Treasurer shall “preferably, be Chair of the Finance Committee, and, if not, the Treasurer should be a member of the Finance Committee.”</p>
<u>8. New Business</u>	RL	<p>Investment Account Policy (First Reading moved to June meeting) No Crypto allowed.</p> <p>Investment Spending Policy (First Reading moved to June meeting)</p> <p>Trustee Applications: applicants were met in person in addition to submitting their applications Expertise in “Leadership, Facilities, Fundraising and Finance” were the core qualities LDF looked for. Thanks to the Nominations Committee members Laura Dauphinais and Connie Wood for their hard work.</p>
<u>9. Announcements and Other Business</u>		<p>PLEASE READ:</p> <ul style="list-style-type: none"> ● Maine Library Association Spring Newsletter ● Maine State Library Spring Newsletter ● Patron Conduct Policy Enforcement: Flow chart for KFL staff is included for handling incidents. Good working relationship with town and other service organizations for dealing with difficult situations. ● 2022 Elmina B Sewall Annual Report ● Kudos to Maria for her interview with Maine DOE! ● Sign up to help with the 5K!
<u>10. Executive Session</u>		None
<u>11. Adjournment</u>	GB	<p><i>Motion to adjourn.</i> Meeting adjourned at: 5:18 pm</p>

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<u>12. Key Dates</u>		<p>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>June 27 - Board of Trustees Meeting - 4:30 via Zoom. https://networkmaine.zoom.us/j/85600118767</p>
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