

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

**October 31, 2023**

<b>Item</b>	<b>People</b>	<b>Action</b>
<u>Call to Order</u>	LP	The meeting was called to order at 2:00 pm on Zoom.
<u>1.Roll Call and Welcome</u>	LP	<p><u>Trustees Present:</u> Greg Braun, Beth Crowe, Laura Dauphinais, Linda DeFelice, Laura Lancaster, Vicki Lyons, Linda Miller Cleary, Kate Ostell, Lori Parkinson, Judy Pitchforth</p> <p><u>Trustees Absent:</u> none</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, Risa Oganessoff Heersche</p>
<u>2.Review of Agenda</u>	LP	No change
<u>3.Review and Accept Minutes of the September 26, 2023 Board Meeting</u>	LMC/LDeF	A motion was made, seconded, and passed unanimously to accept the September 26, 2023 minutes.
<u>4.Acceptance of Submitted Reports</u> <ul style="list-style-type: none"> <li>• Dir. Report September</li> <li>• Facilities 10/12/23</li> <li>• Finance 10/10/23</li> <li>• G&amp;P 10/11/23</li> <li>• PR&amp;E 10/10/23</li> <li>• Strat. Plan 10/4/23</li> </ul>	LD/KO	<p>Motion made, seconded, and passed unanimously to approve all reports.</p> <p>Regarding the Finance Committee, following the committee meeting Michelle distributed an updated draft budget for FY2025 and the draft was approved by Finance Committee members via email.</p> <p>Regarding the PR&amp;E Committee, Laura D mentioned that the wine tasting ticket sales have gone very well with more than 55 tickets sold for the event on 11/15. She also asked for more volunteers for wreath distribution on 11/18.</p>
<u>5.Report from Friends of the Library</u>	PN/ROH	The next Friends Meeting is Monday, 11/6 at 5:30pm at KFL. The Harvest Festival Book Sale made over \$850. Pop-up book sales will happen now through the next big

		book sale associated with May Day 2024. The next pop-up sale will start in early November with a focus on the upcoming holidays.
<u>6.Strategic Plan</u>	LDeF/VL	Interviews are set up with the potential Strategic Plan consultants: 11/1 at 10 am – Starboard and 11/2 at 11 am – Delphi Group. The output from these interviews will be presented and discussed at the November G&P Committee meeting.
<u>7.Old Business</u>	n/a	n/a
<u>8.New Business</u>	n/a	n/a
<u>9. Announcements and Other Business</u>	LP/LDeF	<p>Lori reminded the group of the upcoming wine tasting and the wreath sale distribution.</p> <p>Linda DeF., Kate O., and Judy P. summarized the Public Library Trustee Roundtable that they attended in late September. The Roundtable had limited attendance, with many participants from small and more rural libraries. The Roundtable provided a chance to share activities and concerns. Much of the discussion revolved around the challenges of funding and staffing. A detailed write-up of the event is available in the October Board Packet.</p>
<u>10.Executive Session</u>	LP	<p>Board meeting adjourned at 2:19pm</p> <p>Linda DeFelice motioned that KFL contract Michael (Wes) Macleod-Ball at Bergen Parkinson to create commercial and residential leases for 1 Fletcher. The motion passed unanimously with the exception of one abstention.</p> <p>Executive Session started at 2:20pm</p>
<u>11.Adjournment</u>	LD	<p>Motion to adjourn.</p> <p>Executive Session adjourned at 2:40pm</p>
<u>12.Key Dates</u>		<p>Dates for committee meetings will be sent out on the Monthly Dates and Assignment List. Committee Chairs will confirm if a meeting will be held.</p> <p>Other Dates:  11/6 – Friends Meeting  11/15 – Wine Tasting  11/18 – Wreath Distribution</p> <p>November 28 – Next Trustee Meeting – 4:30 p.m.  <a href="https://networkmaine.zoom.us/j/85600118767">https://networkmaine.zoom.us/j/85600118767</a></p>

Respectfully submitted, Laura Dauphinais, Kennebunk Free Library Board of Trustees Recorder