

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

September 26, 2023

Item	People	Action
<u>Call to Order</u>	LP	The meeting was called to order at 4:30 pm at KFL.
<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 (not available)</p> <p><u>Friends of the Library:</u> Peg Nelson, Risa Oganessoff Heersche</p> <p><u>Visitors:</u> Dan Sayre, Jean Thompson</p>
<u>2.Review of Agenda</u>	LP	No change
<u>3.Review and Accept Minutes of the August 29, 2023 Board Meeting</u>	LDeF/BC	A motion was made, seconded, and passed unanimously to accept the August 29, 2023 minutes.
<u>4.Acceptance of Submitted Reports</u> <ul style="list-style-type: none"> • Dir. Report September • Development September • Facilities 9/14/23 • Finance 9/12/23 • G&P 9/13/23 • PR&E 9/12/23 	LDeF/LMC	<p>Motion made, seconded, and passed unanimously to approve all reports.</p> <p>Regarding the Director’s Report, Lori stated her appreciation of having the monthly library utilization stats available in the Board packet and requested them monthly.</p> <p>Regarding the Finance Committee, Greg mentioned the ongoing discussion of having 1Fletcher income and expenses above or below the line in the financial reports.</p> <p>Regarding the Facilities Committee, Lori P. stated that this committee will be directed by Michelle and John. Michelle has past records from past walkabouts and strategic plan goals that she will share with the committee.</p>

		<p>Regarding the PR&E Committee, Laura D mentioned that we have the prices for wreaths so this week we will need to firm up sale prices, get the website ready for purchases and get flyers ready for distribution. Linda DeF. mentioned the Wine Tasting is set for Wednesday, 11/15 at KFL from 6:30-7:30 pm. The Port Box Company will be providing/donating charcuterie skewers for the event. Lori asked if any additional insurance is needed for the event. Michelle said it would not be needed since we are not selling alcohol.</p> <p>Regarding the Strategic Planning Committee, Linda DeF. provided an update on meetings that have been set up with potential Strategic Plan consultants: 11/1 at 10 am – Starboard and 11/2 at 11 am – Delphi Group.</p>
<u>5.Report from Friends of the Library</u>	PN/ROH	The Friends 2024 budget has been passed. The next book sale is scheduled October 14 th , Harvest Fest. Volunteers for that book sale are still needed. The May Day Book Sale made over \$1400 and the Blueberry Festival Book Sale made over \$1100. The KFL night at the Seashore Trolley Museum made \$708. An executive level Friends meeting is happening 9/27 to discuss a path forward looking for finding volunteers to take on executive roles of that organization.
<u>6.Strategic Plan</u>	LDeF/VL	The Strategic Plan Spreadsheet was discussed. Committee Chairs are asked to review sections that apply to their committee. Updates should be sent to Michelle. Committees should also consider which items will be retired prior to the next Strategic Plan and which will carry over.
<u>7.Old Business</u>	LP/LMC	<p>The 1 Fletcher Street Inspection Report was made available for review.</p> <p>The KFL Mission and Vision statements were discussed as part of an annual review, with no change: Mission To inspire and enable our communities to discover, learn, and connect. Vision Kennebunk Free Library will be central to our communities, responsive to them, and deeply valued by them.</p> <p>The Director Compensation Policy was made available for a second reading. There was a minor wording change and the reference to the Development Director was removed. LMC made a motion to approve the document, LDeF seconded the motion and it was unanimously approved.</p>
<u>8.New Business</u>	LP	Trustees selected their FY2024 committees as follows:

		<p>Facilities – Lori P. – Chair, Laura D. – Chair, Beth C., Vicki L., Kate O., Judy P.</p> <p>Finance – Greg B. – Chair, Laura D., Michael Brigham</p> <p>G&P – Linda MC. – Chair, Linda D., Vicki L., Judy P.</p> <p>PR&E – Laura D. – Chair, Linda D., Laura L., Kate O.</p> <p>Strategic Plan Sub-Committee – Linda D. – Chair, Vicki L. – Chair, Linda MC., Kate O., Judy P.</p> <p>No Trustees signed up for the Development Committee. The plan will be that Anita and Michelle will ask for Trustee help as needed.</p> <p>A discussion was had regarding Zoom versus in-person Board meetings for FY2024. The plan will be to have quarterly in-person meetings and the rest in Zoom. The October meeting will be on Zoom and start at 2 pm to allow Trustees to spend Halloween time with their families.</p>
<u>9. Announcements and Other Business</u>	LDeF/AA	<p>A Public Library Trustee Roundtable is happening 9/29 at the Maine State Library in Augusta. Attendees include: Linda DeF., Kate O., Judy P. and Connie Dykstra from the Graves Library in Kennebunkport.</p> <p>Name tags have been ordered for the Trustees and Friend's officers.</p> <p>Trick or Treating will be happening at KFL from 4-6 pm on 10/31 as part of the Chamber Trick or Treat event.</p>
<u>10. Executive Session</u>	n/a	n/a
<u>11. Adjournment</u>	LMC	<p>Motion to adjourn.</p> <p>Meeting adjourned at 5:05 pm</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:</p> <p>9/29 – Public Library Trustee Roundtable Maine State Library Augusta</p> <p>10/14 – KFL Harvest Book Sale</p> <p>11/15 – Wine Tasting</p> <p>11/18 – Wreath Distribution</p> <p>October 31 – Trustee Meeting – 2:00 p.m. https://networkmaine.zoom.us/j/85600118767</p>

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