

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

**November 29, 2022 –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, Greg Braun, Linda Miller Cleary, Ruth Dater, Laura Dauphinais, Linda DeFelice, Nikki Evans, Rosemary Lavoie, Louise Sandmeyer, Adeleide Taylor, Connie Wood</p> <p><u>Trustees Absent:</u></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>
<u>2.Review of Agenda</u>	RL	<p>PR&amp;E financial updates were added.</p> <p>Item #8 was changed from” vote” to take a vote today or vote by email.</p>
<u>3.Review and Accept Minutes of the October 25, 2022, Board Meeting</u>	LD/CW	<p>Linda MC noted that she attended the October meeting.</p> <p>Item #4 was changed to two sentences. “Michelle brought up the 2024 Budget Planning that Facilities is doing. Facilities is doing ongoing preparation for the maintenance role change coming in June.</p> <p><i>Motion made, seconded, and passed unanimously to accept the October 25, 2022, Minutes.</i></p>

<p><u>4. Acceptance of Submitted Reports</u></p> <ul style="list-style-type: none"> <li>• Director's Report 11/22</li> <li>• Finance 11/9/22</li> <li>• Development 11/9/22</li> <li>• Facilities 11/10/22</li> <li>• PR&amp;E 11/10/22</li> <li>• G&amp;P 11/16/22</li> </ul>	<p>LS/RD</p>	<p><b>Director's Report:</b> "Lots going on!" The Osher Map Library has digitized the <i>Kennebunk Gazette</i> newspaper (1822-1842) and there is a link on the KFL website. <a href="https://digitalmaine.com/kennebunk_gazette/">https://digitalmaine.com/kennebunk_gazette/</a></p> <p>Linda MC noted that she is constantly amazed at the energy and creativity that is displayed by the KFL staff. A sentiment echoed by many BoT members! Many thanks to the staff for all their hard work.</p> <p>VHS Foundation has funded the KFL with \$30K to put towards operating expenses.</p> <p><b>Finance:</b> "No news is good news." Working to get the 2<sup>nd</sup> draft of the 23/24 budget to the town.</p> <p>There was discussion as to whether the new (yet to be appointed) Town Manager would impact our budget.</p> <p><b>Development:</b> Louise said the minutes accurately reflected the meeting. Everyone needs to think about donor cultivation.</p> <p><b>Facilities:</b> Rosemary chaired the meeting as Adelaide was unable to attend. Routine maintenance discussed. The pruning of the trees has been completed.</p> <p><b>PR&amp;E:</b> Nothing to add.</p> <p><b>G&amp;P:</b> 11 out of 12 BoT members responded to the evaluation. Friends had 100% participation in the evaluations, and 11 staff members responded.</p> <p><i>Motion made, seconded, and passed unanimously to approve all reports.</i></p>
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<u>5.Report from Friends of the Library</u>	PN	Deb Sampson will be the President of the Friends. Pop Up Holiday Cookbook sale brought in about \$200
<u>6.Strategic Plan</u>	N/A	
<u>7.Old Business</u>	RL	Madeleine Tunnison has resigned citing other obligations that are taking her attention.
<u>8.New Business</u>	RL  GB/ LDeF	<p><b>Overview of the Budget.</b></p> <ul style="list-style-type: none"> <li>• Everything has gone up roughly 5 ½ %</li> <li>• Increase in programming</li> <li>• More funds needed for technology and equipment.</li> <li>• Town of Arundel – everyone agrees they should contribute</li> <li>• More. KFL is “asking” for an increase of 21.4% from Arundel.</li> <li>• Constant Contact has gone up.</li> <li>• “Promotion” category x3 increase</li> <li>• Nikki and Louise wanted to be sure that there was enough budgeting for a staff increase of 4-5%.</li> </ul> <p>VOTE: Move to the floor for a vote for FY2024 proposed budget. Vote passed unanimously.</p>
<u>9.Announcements and Other Business</u>	RL	<p>SWOT</p> <p>100% Board participation.</p> <p>Rosemary organized all the comments and a made a summary with the number of comments.</p> <p>Each Committee should look to see what is “under their umbrella.”</p> <p>Facilities: common thread is the aging infrastructure and this needs to be address in increments.</p> <p>Not every comment can be addressed by every committee.</p> <p>“Threats and Weaknesses”. What does each committee own? Any “one offs” can be addressed directly by either RL or MC.</p> <p>Louise brought up that this should be addressed as part of the</p>

		<p>Strategic Plan. The planning for the 2024 start of the next stage of the SP starts in 2023, so the timing would fit.</p> <p>Using Starboard again as consultants was discussed briefly.</p>
<u>10.Executive Session</u>	N/A	
<u>11.Adjournment</u>	GB	Meeting adjourned at 5:40 pm
<u>12.Key Dates</u>		<p>January 9, 2023 – Friends Meeting – 5:30 via Zoom  <a href="https://networkmaine.zoom.us/j/82707060679">https://networkmaine.zoom.us/j/82707060679</a></p> <p>January 31, 2023, Board of Trustees Meeting – 4:30 via Zoom  <a href="https://networkmaine.zoom.us/j/85600118767">https://networkmaine.zoom.us/j/85600118767</a></p>

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

