

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

October 26, 2021

<u>Item</u>	<u>People</u>	<u>Action</u>
<u>Annual Meeting Call to Order (4:31)</u>	RL	
<u>1.Roll Call and Welcome</u>	RL	<p><u>Trustees Present:</u> Anne Bertucci, Greg Braun, Linda DeFelice, Nikki Evans, Rosemary Lavoie, Linda Miller Cleary, Lori Parkinson, Dan Riggall, Louise Sandmeyer, Adelaide Taylor, Madeleine Tunison, Connie Wood</p> <p><u>Trustees Absent:</u> Ruth Dater</p> <p><u>Director:</u> Michelle Conners</p> <p><u>Assistant Director:</u> Allison Atkins</p> <p><u>Anita Randall: Development Director</u></p> <p><u>Friends of the Library:</u> Peg Nelson</p> <p>Michelle and Rosemary warmly welcomed Anita Randall as the new Development Director.</p> <p>Anita gave the BOT her CV and what brought her to Kennebunk.</p> <p>The BOT went around the “zoom” (and not the room) and introduced themselves to Anita.</p>
<u>2.Review of Agenda</u>	RL	There was nothing new to add
<u>3.Review and Accept Minutes of the Sept 28, 2021 Board Meeting</u>	Motion to accept: DR/LS	<p>Rosemary added that Donna Gomez is stepping down as President of the Friends and she would write her a thank you note.</p> <p>Review of Minutes passed</p>
<u>4.Acceptance of Submitted Reports</u> <ul style="list-style-type: none"> <li>• Director’s Report</li> <li>• Facilities Committee</li> <li>• PR&amp;E Committee</li> </ul>		<p><b>Director:</b> Michelle told the BOT that sadly Jon Roy will be leaving the KFL for a new position at the Curtis Memorial Library in Brunswick. We wish him well on his new venture and know that he will be difficult to</p>

<ul style="list-style-type: none"> <li>• Development Committee</li> <li>• Finance Committee</li> <li>• G&amp;P Committee</li> </ul>		<p>replace. Michelle said that the new job description of his position will be tweaked a bit to focus more on technology.</p> <p>There was a question about where any donations in lieu of fines would be accounted for. Michelle said those donations would be added under “Annual Appeal.”</p> <p><b>Finance:</b> At the November Board meeting, the Finance Committee will present a draft budget for the Board’s approval.</p> <p><b>G&amp;P:</b> Louise shared that Michelle’s evaluation will begin late October through January.</p>
<p><u>5.Report from Friends of the Library</u></p>	<p>PN</p>	<p>Allison and Donna met with, Giddyworm, a local book vendor who has offered to scan the donated books to see what their value is. Any non-fiction book that is deemed of value, Giddyworm will try and sell for us. KFL will get half of any book that sells. This is another avenue to move our used books.</p> <p>There will be a pop-up book sale between Thanksgiving and Christmas. The Friends will decorate the display case in the lobby in November and decorate the tree in December.</p> <p>Next Friends meeting is Nov 15<sup>th</sup></p>
<p><u>6.Strategic Plan</u></p>	<p>RL</p>	<p>Will be reviewed early in 2022</p>
<p><u>7.Old Business</u></p>	<p>MT/LMC</p>	<p>Second reading of the Volunteer and Employment Screening Policy. Both were accepted and approved</p>
<p><u>8.New Business</u></p>	<p>RL</p>	<p><b>Compensation review committee.</b> Rosemary described the formation of a new committee to review our compensation policies. The goal is to be will be more proactive and transparent in an effort to be more diligent about keeping our employees happy. There is a concern that we may be losing staff because our pay is not</p>

		competitive.
<u>9. Announcements and Other Business</u>		<p><b>Wreath Distribution:</b> Michelle did a screen share of the time slots that were still open, and we were able to fill all of them. Thank you volunteers!</p> <p>Total number of wreaths sold to date: 90</p> <p><b>Bulb Planting.</b> Lori gave the bulb update. About 20% of our shipment from Fedco was unusable. Luckily we were able to fulfill all orders that had been placed in advance. Replacement bulbs arrived Friday, and Lori will be in contact with Dan, Connie, Deb about planting the new bulbs around the KFL. Plenty left to sell to the public!</p> <p><b>Virtual Holiday Wine Tasting with Lani Dietz.</b> Linda D gave us an update on the. She reminded us that we do not need to purchase the wines to enjoy the presentation, and the first ten people who sign up are entered to win a \$69 Charcuterie Board donated by the The Box Company that will be delivered on November 16<sup>th</sup> in time for the presentation.</p> <p><b>BOT first annual Pot Luck Supper.</b> Rosemary thanked the Parkinsons for opening their home for the BOT to gather together in person and enjoy a great meal.</p>
<u>10. Executive Session</u>		N/A
<u>11. Adjournment (5:18)</u>	RL	
<u>12. Key Dates</u>		Dates on 9/28/21 Agenda for committee meetings will be sent out on Monthly To-Do List. <i>Committee Chair will confirm if a meeting will be held.</i>

		<p><b>Save the Date!</b> <b>October 29</b> – Chamber Trick or Treat 4-6 <b>November 15</b> – Friends meeting via Zoom <b>November 16</b> – Virtual Holiday Wine Tasting <b>November 20</b> – Wreath Pickup – 8:30 - 12</p>
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Respectfully submitted, Lori Parkinson, Recorder, Kennebunk Free Library Board of Trustees