

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

September 28,2021

<u>Item</u>	<u>People</u>	<u>Action</u>
<u>Annual Meeting Call to Order (4:30)</u>	RL	
<u>1.Roll Call and Welcome</u>	RL	<p><u>Trustees Present:</u> Anne Bertucci, 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> Greg Braun, Ruth Dater</p> <p><u>Director:</u> Michelle Conners</p> <p><u>Assistant Director:</u> Allison Atkins</p> <p><u>Friends of the Library:</u> Peg Nelson</p>
<u>2.Review of Agenda</u>	R/L	<p><i>Director's report:</i> Louise enjoys seeing numbers and mentioned that there were very few in this last report.</p> <p>Linda MC was happy to see the \$200 donation from the patron for being “fine free.”</p> <p>Linda D praised Jon for his tech support and wanted to be sure that everyone know that this service was offered.</p> <p><i>Facilities:</i> appears to be the same report as last month</p> <p><i>PR&E:</i> We need more people to sign up to distribute wreath flyers.</p> <p>Bulbs should be here shortly. Dan offered to help plant the bulbs.</p> <p><i>Monthly newsletter:</i> Rosemary wants to be sure that we all read it because it has extra information not on the KFL website.</p>

<u>3. Review and Accept Minutes of the Aug 31, 2021 Board Meeting</u>	LCM/NE	Passed
<u>4. Acceptance of Submitted Reports</u> <ul style="list-style-type: none"> • Director's Report • 9/8/21 Facilities Committee • 9/9/21 PR&E Committee • 9/14/21 Development Committee • 9/14/21 Finance Committee • 9/15/21 G&P Committee 	LS/AB	Passed
<u>5. Report from Friends of the Library</u>	PN	<p>Peg reported that the Harvest Fest book sale was a great success. They made \$625 and gained three new members.</p> <p>Donna Gomez will be stepping down as President in November. Peg thanked her for her many years of service. Donna will still be around to help out as needed.</p>
<u>6. Strategic Plan</u>	RL	Will be reviewed early in 2022
<u>7. Old Business</u>	RL MC	<p><i>Committee sign-up sheet</i> was mostly filled in. Michelle will wait a couple of weeks to see if anyone changes their mind and will send out the final list.</p>
<u>8. New Business</u>	RL	<p><i>1. Annual review of the KFL mission statement.</i> "The Mission of the Kennebunk Free Library is to inspire and enable our communities to discover, learn and connect." Passed unanimously.</p> <p><i>2. Volunteer and Employment Screening Policy (first reading):</i> Dan asked about what was involved in the background check and voiced concern about screening out sex offenders.</p> <p>Michelle said that the KFL uses the Maine Municipal Association and does the screening through the town's account.</p> <p><i>3. Volunteer Policy (first reading):</i> Rosemary asked if the KFL had a specific "volunteer coordinator" role. Michelle said that they don't, but that Brittany has that responsibility as part of her job description.</p>

<u>9. Announcements and Other Business</u>	MC LP	<p><i>Wreath Distribution: Wreath sign-up sheet was filled out except for two areas on Route One. The hope is that some of the members who were absent will volunteer to fill in the gaps.</i></p> <p>Flyers are available at the adult circulation desk and are ready to be handed out (or mailed via “snail mail.” Thanks to those that have offered to help.</p> <p>Lori will host the KFL Potluck Dinner at her house (it will be held outdoors) on Sunday, October 10th at 4:30. Family members are welcome! Check your inbox for the Paperless Post invite.</p>
<u>10. Executive Session</u>		N/A
<u>11. Adjournment (5:28)</u>	DR	
<u>12. Key Dates</u>		<p>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> <p><u>Save the Date!</u> October 10 – Potluck Dinner at Lori’s October 20 – Bulb Sale Pickup – 10-2 October 29 – Chamber Trick or Treat – 4-6 November 15 – Friends meeting via Zoom November 20 – Wreath Pickup – 8:30 - 12</p>

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