

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

February 23, 2016

<u>Item</u>	<u>People</u>	<u>Action</u>
<u>Call to Order</u>	KP	Meeting called to order at 6:58PM
<u>1. Roll Call and Welcome Visitors</u>	KP	<p><u>Trustees Present:</u> Linda Lucas, Joy Russo, Deborah Redding-Sampson, Risa Oganessoff Heersche, Molly Hoadley, Marka Larrabee, Dan Stoddard, Sandi Blanchard, Pat Carls, Karen Plattes, Maryfrances Smith</p> <p><u>Trustees Not Present:</u> Lise Dewar, Alan Shepard, Paul Dest</p> <p><u>Director:</u> Jill LeMay</p> <p><u>Assistant Director:</u> Michelle Conners</p> <p><u>Guests:</u> None</p>
<u>2. Review of Agenda</u>	KP	The agenda was accepted with no changes
<u>3. Review & Accept Minutes of Previous Month's meeting</u>	DRS/ML DRS/LL	<p>Motion to accept the minutes of the January 13, 2016 special board meeting was unanimously approved, with the change of the name of meeting to Special Budget Board meeting</p> <p>Abstaining: Risa Oganessoff Heersche, Karen Plattes, Maryfrancis Smith (not present at the January 13, 2016 meeting)</p> <p>Motion to accept the minutes of the January 26, 2016 meeting was unanimously approved</p> <p>Abstaining: Karen Plattes, Maryfrancis Smith (not present at the January 26, 2015 meeting)</p>
<u>4. Acceptance of Submitted Reports</u>	ML/DRS JL	<p>Motion to accept the submitted reports was unanimously approved</p> <p>Children's Room: Jill showed the board the second valve that would have failed in the Children's Room; according to the expert, the valve may have corroded because of the mineral content in the area water; the Children's Room will be non-operational for about 3-4 weeks longer</p>

- Director's Report

		<p>but all of the programming will continue; Jill is getting quotes for painting, carpet installation; Debbie noted that the staff has been maintaining their wonderful professionalism as this has been going on</p> <p>Correction: On p. 3, the focus group meeting listed for March 24 should be changed to March 31</p>
<ul style="list-style-type: none"> • Facilities Committee Report 2/17/16 • Finance Committee Report 2/9/16 • Financial Summaries, YTD 1/31/16 	<p>KP</p>	<p>The consensus of the committee is to leave things as they are but to repair the back steps leading to the work room</p>
<ul style="list-style-type: none"> • G&P Committee Report 2/9/16 • G&P Trustee Job Description 	<p>JR</p>	<p>The original intent was to extend the bylaws with the addition of the description of Trustees’ responsibilities but since that may require more of a process, the committee thought of having more of a “job description” for being a Trustee; G&P would like for the full board to consider the description.</p> <p>There were some questions on the verbiage around “working with the municipal government”; Joy asked if members of each committee would take a look at their respective roles and see if the explanation captures the main responsibility of each committee.</p> <p>Some wordsmithing and formatting suggestions were offered. This will ultimately be used as a recruiting tool for the nominating committee.</p> <p>Will be brought back next month for a final review</p>
<ul style="list-style-type: none"> • PR&D Committee Reports, 2/3/16, 2/10/16 and 2/17/16 • Road Race Update 	<p>KP</p>	<p>Teri Collard and Michelle have been working hard-- registration is now online, on the website. We already have cash from local vendors based on commitments</p>
<p><u>5. Old Business:</u></p> <ul style="list-style-type: none"> • Cabin Fever Reliever, Sat., 2/27 from 6-9 PM 	<p>DRS/JL</p>	<p>To date, roughly 44 tickets have been sold; the cut-off is 50 so Trustees are encouraged to contact their friends; 20 auction baskets will be on display in the library leading up to the weekend. Deb will give attendee numbers to Kitchen Chicks for catering</p>

<ul style="list-style-type: none"> Lending Policy: second reading 	<p>KP</p> <p>DRS/ML</p>	<p>Karen called for volunteers to help with clean-up on Sunday (from 11 am).</p> <p>The art auction came to a close Sat \$834; leftovers are reduced in price for the rest of the week; there is one sealed bid on the library cabinet</p> <p>Motion to accept the Lending Policy as written was unanimously approved</p>
<p><u>6. New Business</u></p> <ul style="list-style-type: none"> Nominations Committee Focus Groups Trustee trainings/webinars www.evanced.info/maine/evanced/eventcalendar.asp 	<p>KP</p> <p>DRS</p> <p>PC/JL</p> <p>DRS</p> <p>JL</p>	<p>Trustees are welcome to suggest nominations for new Trustees; also need trustees to serve on the committee Please let Karen or Jill know if a Trustee is interested in serving</p> <p>Suggested that the board take a look at skill sets that are needed for new members: e.g. financial/banking; depth of Kennebunk experience, perhaps in business; individuals who have high visibility in the community, who have lived in Kennebunk for a while, long-time Kennebunk residents; perhaps Alan could reach out to his fellow Rotarians for nominations</p> <p>Pat and Joy are co-facilitating and Risa and her husband, Matt, will help out. The main objectives of the focus group are articulated in the Director’s Report.</p> <p>Pat and Joy will come up with a series of questions that will be posed to the groups; Jill will do an introduction with the goals; attendees will do a “turn and talk” exercise going through each goal area. More responses in writing will be encouraged. The event will finish with a tour of the library.</p> <p>Invitations will go out to the general public, mailed with the town’s tax bills. Perhaps one or two trustees can attend, just to listen also.</p> <p>Webinars are available for Trustee trainings; Jill will forward them as she gets them</p>

<p><u>7. Announcements & Other Business</u></p>	<p>KP</p> <p>JL</p> <p>JL</p>	<p>Please don't forget the upcoming events, including Pie Day (Jill circulated a sign-up sheet); Worthy Wednesday, March 16th, at Davids KPT, benefiting KFL</p> <p>KFL received two bequests from the estates for Earl Chetwood Adams and Bethana Rees Adams; Earl Adams was a trustee and left \$17,610, Bethana \$4000. Jill will write a press release about the unusual month we had in February, with the donation of the string bass, stocks and a total of three bequests</p> <p>Jill is going away for vacation from 3/5-14</p>
<p><u>8. Executive Session</u></p>		<p>No Executive Session</p>
<p><u>9. Adjournment</u></p>	<p>ML</p>	<p>Motion to adjourn unanimously approved at 7:58 PM</p>

Approved by the Kennebunk Free Library Board of Trustees at the March 29, 2016 meeting.

Respectfully submitted,
 Risa Oganessoff Heersche
 Substitute Recorder, Kennebunk Free Library Board of Trustees