

**KENNEBUNK FREE LIBRARY
BOARD OF TRUSTEES - MEETING MINUTES
August 25, 2015**

<u>Item</u>	<u>People</u>	<u>Action</u>
<u>Call to Order</u>	KP	Meeting called to order at 7:00 PM
<u>1. Roll Call and Welcome Visitors</u>	KP	<p><u>Trustees Present:</u> Paul Dest, Lise Dewar, Joy Russo, Alan Shepard, Deborah Redding-Sampson, Pat Carls, Risa Oganessoff Heersche, Linda Lucas, Karen Plattes, Sandi Blanchard, Maryfrances Smith, Dan Stoddard, Marka Larrabee</p> <p><u>Trustees Not Present:</u> Molly Hoadley</p> <p><u>Director:</u> Jill LeMay</p> <p><u>Assistant Director:</u> Janet Cate</p> <p><u>Guests:</u> None</p>
<u>2. Review of Agenda</u>	KP	The agenda was accepted with the following change: Discuss attendance at September 29 th meeting, moved to Old Business
<u>3. Review & Accept Minutes of Previous Month's meeting</u>	AS/JR	<p>Motion to accept the Minutes of the June 30,2015 meeting was unanimously approved with the following correction:</p> <p>Grant application for additional funds from The Sewall Foundation cannot be made until June 2016</p> <p>Abstaining: Marka Larrabee (not present at the June 30, 2015 meeting)</p>
<u>4. Acceptance of Submitted Reports</u>	DRS/ROH	Motion to accept the submitted reports was unanimously approved
Annual Appeal Donation	JL	Jill will check with CLM on/if the donation made, after business hours, on June 30, 2015 can be applied to fiscal year 2014-2015
Director's Report		
Facilities Committee Report 8/19/15		
Finance Committee Report 8/11/15		
Financial Summary YTD 6/30/15 REV #3		

<p>Road Race Financial Summary 2015 Final: G&P Committee Report 8/4/15 PR&D Committee Report 8/18/15</p>	<p>JR KP</p>	<p>Deborah Redding-Sampson has been nominated for the Leaders & Luminaries Award August 22 Yard Sale was a success, plans are in motion to host the event again next year</p>
<p><u>5. Old Business:</u> Committee Memberships DRAFT Trustee Calendar FY 2016 Discuss attendance at September 29th meeting Long Range Plan Review</p>	<p>KP KP KP KP</p>	<p>Trustees were encouraged to decide which committee they would like to serve on and let Jill know via email before the September 22, 2015 meeting September Board meeting previously scheduled for 9/29/15 will be held on 9/22/15 To ensure full Board attendance the Annual Meeting is moved to 9/22/15 Committees were reminded to visit their Long Range Plan goals and highlight objectives</p>
<p><u>6. New Business:</u> KFL Conflict of Interest Policy(sign statement) & Ethics Statement for Public Library Trustees Discussion of Chapter 3: Library Trustee Handbook (Distributed at June Board meeting) Meeting Ground Rules</p>	<p>KP JR</p>	<p>Jill distributed the statements for all Trustees to sign and pass in at the end of the meeting Trustees broke into groups of 3 to discuss Chapter 3 within the Trustees Handbook, those discussions were then shared with attending Board Members</p>
<p><u>7. Announcements & Other Business</u> Adjusting signatures on bank and investment accounts</p>	<p>JL</p>	<p>Trustees were notified of changes made to Bank signatures on all accounts</p>
<p><u>8. Executive Session</u> Discussion and approval of KFL Employee Handbook changes</p>	<p>PD/DS</p>	<p>Motion to go into Executive Session unanimously approved at 8:13 PM Go out of Executive Session at 8:40 pm</p>

	AS/ROH	Motion to accept the change in the employee handbook as proposed by the Director with a wording change of "one year" to "five years" subject to further review and definition of "disability" Motion to accept was unanimously approved
<u>9. Adjourn</u>	PD	Motion to adjourn unanimously approved at 8:45 PM

Respectfully submitted,
Lise Dewar
Recorder, Kennebunk Free Library Board of Trustees

Approved by the Kennebunk Free Library Board of Trustees at their
September 22, 2015 meeting.