

**KENNEBUNK FREE LIBRARY
BOARD OF TRUSTEES - MEETING MINUTES
September 22, 2015**

<u>Item</u>	<u>People</u>	<u>Action</u>
<u>Call to Order</u>	KP	Meeting called to order at 7:01 PM
<u>1. Roll Call and Welcome Visitors</u>	KP	<p><u>Trustees Present:</u> Lise Dewar, Joy Russo, Pat Carls, Deborah Redding-Sampson, Risa Oganessoff Heersche, Karen Plattes, Sandi Blanchard, Maryfrances Smith, Dan Stoddard, Marka Larrabee</p> <p><u>Trustees Not Present:</u> Molly Hoadley, Alan Shepard, Paul Dest, Linda Lucas</p> <p><u>Director:</u> Jill LeMay</p> <p><u>Assistant Director:</u> Janet Cate</p> <p><u>Guests:</u> Jill introduced Melissa West, she has joined the Library Staff in the "Teen Librarian" position</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/DS	<p>Motion to accept the Minutes of the August 25, 2015 meeting was unanimously approved with the following correction:</p> <p>Discussion and approval of KFL Employee Handbook changes was unanimously approved</p>
<u>4. Acceptance of Submitted Reports</u>	ROH/ML	Motion to accept the submitted reports was unanimously approved
Director's Report Finance Committee Report 9/15/15 G&P Committee Report 9/15/15		
Financial Summary YTD 8/31/15	JL	Jill announced the annual appeal donation made, after business hours, on June 30, 2015 can be applied to fiscal year 2014-2015
PR&D Committee Report 9/16/15	ML/DRS	<p>Change, Fall Wreath Sale profit is less than 50% on each sale</p> <p>Change, Joy will let KHS staff know about the wreath sale</p> <p>Correct name spelling on Pat Carls</p>

<p><u>5. Old Business:</u></p> <p>Committee Memberships FY 16</p> <p>Long Range Plan Review</p> <p>KFL Employee Handbook Glossary</p>	<p>JR</p> <p>ROH/JR</p>	<p>Joy asked each committee to review and set goals for 2015-2016 by the October 2015 meeting</p> <p>Motion to accept the changes as modified within the employee handbook was unanimously approved</p>
<p><u>6. New Business:</u></p> <p>KFL Mission Statement review</p> <p>Discussion of Chapter 16: Library Trustee Handbook</p> <p>Harvest Festival Book Sale: October 10th from 8:30 AM to 1 PM</p> <p>Harvest Festival wreath sales at Waterhouse Center</p>	<p>JL</p> <p>JL</p>	<p>Any and all help welcomed please confirm with Jill our availability</p> <p>Reminder on upcoming event</p>
<p><u>7. Announcements and Other Business</u></p>	<p>JL</p> <p>JL</p> <p>JL</p>	<p>Jill thanked retiring Assistant Director, Janet Cate, for her many years of service</p> <p>Jill welcomed any suggestions on formatting of the monthly reports sent out to all Trustees</p> <p>Jill suggested a time line of the 15th of the month for approved minutes to be submitted to the website</p> <p>Change, G&P meeting set for 10/13 at 4:00 PM</p> <p>Change, PR&D meeting set for 10/16 at 5:00 PM</p>

<u>8. Executive Session</u> Personnel	ROH/DRS	Motion to go into Executive Session unanimously approved at 8:10 PM Go out of Executive Session at 8:24 PM
<u>9. Adjourn</u>	KP	Motion to adjourn unanimously approved at 8:25 PM

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

Approved by the Kennebunk Free Library Board of Trustees
at their October 27, 2015 meeting.