

**KENNEBUNK FREE LIBRARY
BOARD OF TRUSTEES - MEETING MINUTES
October 25, 2016**

<u>Item</u>	<u>People</u>	<u>Action</u>
<u>Call to Order</u>	KP	Meeting called to order at 7 pm.
<u>1. Roll Call and Welcome Visitors</u>		<p><u>Trustees Present:</u> Henry Bourgeois, John Buraczynski, Paul Dest, Linda Lucas, Risa Oganessoff Heersche, Karen Plattes, Deborah Redding-Sampson, Dan Riggall, Joy Russo, Maryfrances Smith, Dan Stoddard</p> <p><u>Trustees Not Present:</u> Pat Carls, Marka Larrabee</p> <p><u>Director:</u> Jill LeMay</p> <p><u>Assistant Director:</u> Michelle Conners</p> <p><u>Friends of the Library:</u> Donna Gomez (not present)</p> <p><u>Guests:</u> Laura Curtis</p>
<u>2. Review of Agenda</u>		No additions or changes were needed.
<u>3. Review & Accept Minutes of Previous Month's Meeting</u>	ROH/ DR	Motion to accept the minutes of September 27, 2016 unanimously approved, with correction noted.
<u>4. Acceptance of Submitted Reports</u> <ul style="list-style-type: none"> • Director's Report • Facilities Committee Report 10/12/16 • Finance Committee Report 10/11/16 • Financial Summary 9/30/16 • G & P Committee Report 10/18/16 and LRP FY16 Goals Report • PR&D Report 10/19/16 	DRS/ JR	<p>Motion to accept all reports unanimously approved.</p> <p>Facilities Committee: Dan S. reports that the back stairs are almost finished. He has been advised that we should hold off until spring on repairing brick work in front of the library.</p>
<u>5. Report from Friends of the Library</u>		No report this month.
<u>6. Old Business</u>		Jill reports that she, Michelle, Dan S. and Maryfrances will attend the Association of Professional Fundraiser's Conference to be held November 2-4, 2016 in Portland. Dan S. and Jill will attend Wednesday, November 2; Michelle and Jill will attend selected Thursday sessions; Jill and Maryfrances will attend the Friday sessions.
<u>7. New Business</u> Wreath Sale Fundraiser		Wreath Sale Fundraiser: Jill distributed packets with all needed materials. All orders are due by November

<p>Storer Bequest: Approve transfer of funds to Investment Account</p> <p>Laptop Lending Policy: First Reading</p> <p>Social Media Policy: First Reading</p> <p>Discussion Chapter 13: Planning for the Library's Future in the Library Trustee Handbook (blue cover on white 3 ring binder)</p> <p>Nominations applications (2)</p>	<p>Dan S./ Dan R.</p>	<p>14 at 8 pm. Jill has sent emails to everyone who bought a wreath last year. All trustees should try to sell 10 wreaths. Currently, 13 wreaths have been ordered. There is no tax on the wreaths since we are a non-profit agency. New this year is a 33" wreath; good for businesses or the side of a barn! Many trustees volunteered to help on November 19; Jill will send out a sign up sheet.</p> <p>Storer Bequest: Paul shared the recommendation from the Finance Committee to put the bequest into the Investment Fund. The motion to do so passed unanimously.</p> <p>Laptop Lending Policy: The only new information in the document presented related to replacement costs. The Board will have a second reading and vote at the November meeting.</p> <p>Social Media Policy: Jill reviewed a number of policies from other libraries while writing this policy, which will be a first at KFL. She reports that the KFL Facebook page has been cleaned up. The only changes needed to the document are minor typo corrections. Jill will bring the policy to the November meeting for second reading and a vote.</p> <p>Discussion Chapter 13: Dan S. states that it will help to stay grounded if we gather facts and let the facts direct the process. It will be helpful to have people who were on the last LRP Committee be on the new committee. Several Board members will leave before the next LRP is completed so we need to make sure information is shared with all Trustees. Many information sources used to develop the last LRP can be used again; for example, Census data and City of Kennebunk databases. Key questions include: How much time should the LRP cover (five years seemed to be a consensus)? Do we want a consultant to facilitate a retreat focused on the LRP and, if so, at what point in the process should that occur? What information do we need and where will we get it? How will we get the right questions to the right people/groups? Do we want to address architectural planning/upkeep/expansion in the LRP? When we have enough information to proceed, we should develop a timeline for completion of the project.</p> <p>For the November Board meeting the following preparation is needed: All committees should discuss their part of the LRP</p>
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		<p>and include a report on their discussion in their meeting minutes, which will be distributed with the November Board packet. Each committee should feel free to address both "big" and "little" issues. (Note: in this month's Board packet, Jill included current LRP information updates that had been completed earlier by all committees.)</p> <p>Jill will review the LRP with town administrators to get feedback and suggestions. She will also think about how to frame the LRP discussion with library staff.</p> <p>Deb will look for any timeline notes she may have from the last LRP process.</p> <p>Jill suggests that Trustees contact other libraries to find out how they engage in LRP.</p> <p>Nominations Applications: Deb introduced Laura Curtis. Both Laura and Ann Hibbard will be invited to the November Board meeting.</p>
<u>8. Announcements & Other Business</u>		<p>The board picture scheduled for tonight will be rescheduled.</p> <p>Jill passed around a sample of the Barry map. The reproductions will be available in time for holiday gift giving.</p>
<u>9. Executive Session</u>	LL/ PD	<p>Motion to go into Executive Session unanimously approved at 7:55 pm. The Board went out of Executive Session at 8:17 pm.</p>
<u>10. Adjourn</u>	DRS/ ROH	<p>Motion to adjourn unanimously approved and the meeting adjourned at 8:17 pm.</p>

Respectfully submitted,

Linda Lucas

Recorder, Kennebunk Free Library Board of Trustees

Minutes unanimously approved at November 29, 2016 Board of Trustees meeting.