

**KENNEBUNK FREE LIBRARY
BOARD OF TRUSTEES - MEETING MINUTES
November 28, 2017**

<u>Item</u>	<u>People</u>	<u>Action</u>
<u>Call to Order</u>	KP	The meeting was called to order at 7 pm.
<u>1. Roll Call and Welcome Visitors</u>		<p><u>Trustees Present:</u> Henry Bourgeois, Ruth Dater, Paul Dest, Marka Larrabee, Rosemary Lavoie, Linda Lucas, Karen Plattes, Dan Riggall, Louise Sandmeyer, Maryfrances Smith, Dan Stoddard</p> <p><u>Trustees Not Present:</u> Ann Hibbard</p> <p><u>Interim Director:</u> Michelle Connors <u>Friends of the Library:</u> Donna Gomez <u>Guests:</u> None</p>
<u>2. Review of Agenda</u>		Items to add under Announcements: Window Inserts, Nominations Committee, Gift Cards, Jill LeMay thank you card, director hiring, PR&D meeting.
<u>3. Review & Accept Minutes of Previous Month's Meeting</u>	HB/ RD	The motion to accept the corrected minutes of October 31, 2017 was made, seconded, and passed unanimously, with abstentions by Maryfrances and Marka.
<u>4. Acceptance of Submitted Reports</u> <ul style="list-style-type: none"> • Director's Report • Facilities Committee Report 11/8/17 • Finance Committee Report 11/21/17 • Financial Summary 10/31/17 • G & P Committee Report 11/13/17 • PR&D Committee Report 11/8/17 	LL/ PD	<p>The motion to accept the reports was made, seconded, and approved unanimously with the following comments:</p> <p><u>Director's Report:</u> Michelle will be following teen program attendance, which has fallen a bit. There are many other activities around town at this time. Tech Time is going very well; everyone helps when needed. Jon Roy is key. KFL may need to monitor attendance since some patrons come back many times. The BOT wants to encourage as much usage as possible of Tech Time since it is clearly a service that our patrons value. Michelle will explore possible new formats to use staff time most effectively. Very nice work on Tech Talk!</p> <p><u>Facilities:</u> There are new bricks in front; check them out.</p> <p><u>PR&D:</u> Rosemary noted that she was at the meeting.</p>
<u>5. Report from Friends of the Library</u>		Donna reports that ME Friends of the Library, in existence for 20+ years, is disbanding. The purpose of this group was to network with and support all Friends associations at Maine libraries. The group stated that enough money was being allocated and/or donated to libraries that their activities were not needed. Trustees expressed surprise because even if Maine libraries are thriving, libraries overall

		<p>are under attack and we should always be looking for ways to strengthen libraries.</p> <p>Donna reports that new officers for Friends were elected at the November 13 meeting: Debbie Redding-Sampson, President; Julie Ottomano, Vice President; and Donna Gomez, Trustee Liaison. The office of Secretary is open and will rotate. The KFL tree was decorated yesterday. Michelle's mother donated two gift baskets. The next Friends meeting will be at 6 pm on January 8. On February 3, there will be a sorting "party." Donna is looking for ways to get volunteers to come in. Trustees are encouraged to join Friends if they have not already done so.</p>
<p><u>6. Old Business</u></p> <ul style="list-style-type: none"> • Second Reading: Patron Complaint Policy • Second Reading: Patron Pet Policy 	<p>PD/ ML</p> <p>PD/ DR</p>	<p>The motion to accept the Patron Complaint Policy was made, seconded and passed unanimously.</p> <p>The motion to accept the Patron Pet Policy was made, seconded and passed unanimously.</p>
<p><u>7. New Business</u></p> <ul style="list-style-type: none"> • Move of Savings to Investment • G&P Recommendation of Benefits • FY19 Draft Budget • Wreath Fundraiser 	<p>DS/ HB</p> <p>PD/ HB</p>	<p><u>Move of Savings to Investment:</u> Paul reports that once the financial review is done the FC looks at what to move to the investment portfolio. This year, \$75,000 will be transferred from checking/savings to investment. This money can be pulled out if needed. Louise said she is glad we are increasing staff benefits at the same time we are transferring money to the investment account; this is an important message to staff. All Trustees agreed.</p> <p><u>G&P Recommendation of Benefits:</u> Jill LeMay worked on this before she left KFL. It has been vetted by the Finance Committee and by G&P. Paul noted that benefits kick in at 20 hours per week except for retirement, which kicks in at 15 hours per week. He suggests that we make it 20 hours for all benefits. A motion was made to approve the Benefits Proposal document, with review and corrections concerning retirement and correction of vacation typo to be made. The motion was seconded and passed unanimously. The BOT will review the updated retirement information at its January 2018 meeting. Rosemary asked if there was a place where the benefits were spelled out more specifically; this occurs in the KFL Policy Manual.</p> <p><u>FY19 Draft Budget:</u> A motion was made to adopt the budget; it was seconded and passed unanimously. The town wants the budget by December 15.</p>

		<p>Rosemary asked if the town usually approved the budget and Karen responded that it did, after close scrutiny and questioning. Trustees are encouraged to go to the February town meeting to support the Director giving the presentation on the budget.</p> <p><u>Wreath Fundraiser:</u> The profit was \$3203.44; an excellent outcome. 198 wreaths were sold. In 2016, 163 wreaths were sold and in 2015, 177 wreaths were sold. Thanks to Kat Boucher for all her work on this fundraiser!</p>
<u>8. Strategic Plan 2018-2013</u>		<p>Linda referred Trustees to the G&P minutes, which reported that Michelle spoke to Starboard and was assured by them that a tentative February start would be workable</p>
<u>9. Announcements & Other Business</u> <ul style="list-style-type: none"> • Gift Cards • Window Inserts • Nominations Committee • Director Hiring • PR&D Meeting Change 		<p>Karen reminded Trustees to drop off their \$20 gift card in time for the December 20 staff party. Michelle needs 3-4 volunteers to help stain window inserts at Laudholm Farm before December 9. Please let Michelle know if you are able to help. Dan S. and Rosemary expressed interest.</p> <p>Karen would like to have a push to add new Trustees after the first of the year. New Trustees would start at the beginning of the fiscal year, or whenever they wanted.</p> <p>Karen said that the Director hiring process will occur from 9-3 pm on December 13. She will be sending out scheduling and other information.</p> <p>The PR&D meeting scheduled for December 13 has been moved to December 12 at 4 pm.</p>
<u>10. Executive Session</u>		<p>There was no Executive Session.</p>
<u>11. Adjournment</u>	PD/ DR	<p>The motion to adjourn was unanimously approved and the meeting adjourned at 8:05 pm.</p>

Respectfully submitted,
 Linda Lucas
 Recorder, Kennebunk Free Library Board of Trustees

Minutes approved at the January 30, 2018 BOT meeting.