

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

March 29, 2022 –Minutes from KFL BOT Meeting

<u>Item</u>	<u>People</u>	<u>Action</u>
<u>Annual Meeting Call to Order (time)</u>	RL	The virtual meeting via Zoom was called to order at 4:30 pm
<u>1.Roll Call and Welcome</u>	RL	<p><u>Trustees Present:</u> Anne Bertucci, Greg Braun, Ruth Dater, Linda DeFelice, Nikki Evans, Rosemary Lavoie, Linda Miller Cleary, Lori Parkinson, Dan Riggall, Louise Sandmeyer, Adelaide Taylor, Madeleine Tunison, Connie Wood</p> <p><u>Trustees Absent:</u></p> <p><u>Director:</u> Michelle Conners</p> <p><u>Assistant Director:</u> Allison Atkins</p> <p><u>Development Director:</u> Anita Randall</p> <p><u>Friends of the Library:</u> Peg Nelson and Risa Oganessoff Heersche</p>
<u>2.Review of Agenda</u>	RL	Lori added that the report from the May Day Parade would be added to Announcements and Other Business.
<u>3.Review and Accept Minutes of the February 22nd Board Meeting</u>	DR/RD	Motion made, seconded, and passed unanimously to accept the February 22, 2022, Minutes.
<u>4.Acceptance of Submitted Reports</u> <ul style="list-style-type: none"> • Director’s Report • 2/2/22 Nominations Committee • 2/10/22 Facilities Committee • 2/10/22 PR&E Committee • 2/8/22 Development Committee • 2/16/22 G&P Committee 	AT/RD	<p><u>Director’s Report:</u> -Please schedule your individual meetings with Anita.</p> <p>- Michelle described the Omni Counter Pro, the battery-operated simple counter to help track how many people come to the KFL. The device will be installed by the front door.</p> <p><u>Nominations Committee:</u></p> <p>-Second Zoom Trustee Information Session to recruit new BOT members is April 27th at 7:00 pm</p>

		<p><u>Facilities Committee:</u></p> <p>Tyler Barter, an architect with Oak Point Associates has been invited to attend the April meeting to help the committee with "Solving Space Needs." Tyler will give Facilities some insight as to what steps can be taken to begin to act on this specific Strategic Plan Goal: best use of current building footprint, how small changes/additions (internal or external) can make a difference (or not), where/if we can expand at all.</p> <p><u>PR&E:</u></p> <p>-Pi(e) Day Sale raised \$480.</p> <p><u>Development Committee:</u></p> <p>-The committee is looking to revise the current by-laws related to the Development Committee and to determine what the committee's role going forward will be.</p> <p>- The April meeting has been canceled.</p> <p><u>G&P:</u></p> <p>-Louise will address the Collection Policy and Procedures and the Corona Virus Vaccination Policy in New Business</p>
<p><u>5.Report from Friends of the Library</u></p>	<p>PN/ROH</p>	<p>-The Google calendar is available for scheduling volunteers working in the Book Room on Wednesdays and Fridays.</p> <p>-The Friends donated five lovely baskets for the March Madness Auction</p> <p>-Attend the Friends meeting on April 11 via Zoom at 5:30 pm https://networkmaine.zoom.us/j/81861391139</p> <p>-Please join the Friends if you haven't already become a member.</p>
<p><u>6.Strategic Plan</u></p>	<p>NA</p>	<p>No updates</p>

<p><u>7.Old Business</u></p> <ul style="list-style-type: none"> • Collection Policy and Procedures (Second Reading) 	<p>LMC/AT</p>	<p>-Motion made, seconded, and passed unanimously to accept Collection Policy and Procedures.</p>
<p><u>8.New Business</u></p> <ul style="list-style-type: none"> • Corona Virus Vaccination Policy (First Reading) 	<p>DR/LD</p>	<p>-Michelle reached out to the Town and is using their Covid template with some changes, as the Town's template is more detailed. The KFL Policy refers to the CDC for current updates instead of including them in the policy and then having to change the as the CDC changes its policy.</p> <p>-Louise proposed having one reading because of the immediacy of the situation.</p> <p>- Motion made, seconded, and passed unanimously to accept the Corona Virus Vaccination Policy</p>
<p><u>9. Announcements and Other Business</u></p> <ul style="list-style-type: none"> • May Day Parade update • BOT Education Series: Director's Goals 		<p><u>May Day Parade:</u></p> <p>-Linda MC gave an update from the May Day Parade Steering Committee.</p> <p>-May Day Parade will be part of the Town's May Day Festival on Saturday, May 7th.</p> <p>-KFL theme is "Libraries Inspire" and will have volunteers carrying signs and banners and pushing three book carts decorated to show all the KFL's offerings.</p> <p>-Contact Linda MC to participate.</p> <p><u>BOT Education Series: Director's Goals</u></p> <p>-Please review Michelle's "2022 Director Goals" report dated March 23, 2022.</p> <p>-Michelle noted that the timelines, where applicable, are indicated by Quarters that align with the KFL fiscal year. Q1=July-September, Q2=October-December, Q3=January -March and Q4=April-June.</p>

		-Louise asked for time frames to be put in place for new employees (Ben) covering both long, and short, term goals with some specificity.
<u>10.Executive Session</u>	NA	
<u>11.Adjournment</u>	DR	Meeting adjourned at 5:16 pm
<u>12.Key Dates</u>		<p>Dates on 3/29/22 Agenda for committee meetings will be sent out on Monthly To-Do List. <i>Committee Chair will confirm if a meeting will be held.</i></p> <p><u>Save the Date!</u></p> <ul style="list-style-type: none"> • March Madness online auction ends March 31 • Friends of the KFL meeting is via Zoom on April 11 at 5:30 • https://networkmaine.zoom.us/j/81861391139 • Friends next Book Sale is Saturday, May 7th during the May Day Festival.

Respectfully submitted, Lori Parkinson, Recorder, Kennebunk Free Library Board of Trustees