

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

May 31, 2022

<u>Item</u>	<u>People</u>	<u>Action</u>
<u>Call to Order</u>	RL	The virtual meeting via Zoom was called to order at 4:30pm
<u>1.Roll Call and Welcome</u>	RL	<p><u>Trustees Present:</u> Anne Bertucci, Linda DeFelice, Nikki Evans, Rosemary Lavoie, Linda Miller Cleary, Dan Riggall, Louise Sandmeyer, Adelaide Taylor, Madeleine Tunison, Connie Wood</p> <p><u>Trustees Absent:</u> Greg Braun, Ruth Dater, Lori Parkinson</p> <p><u>Director:</u> Michelle Connors</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</p> <p><u>Guests:</u> Laura Dauphinais</p>
<u>2.Review of Agenda</u>	RL	Michelle showed and Rosemary explained the updated Agenda that was placed in Dropbox after the mailing of the Board Packet.
<u>3.Review and Accept Minutes of the April 26, 2022 Board Meeting</u>	AT/DR	Motion made, seconded, and passed unanimously to accept the April 26, 2022, Minutes.
<u>4.Acceptance of Submitted Reports</u> <ul style="list-style-type: none"> • Director's Report • 5/10/22 <u>Development</u> • 5/10/22 <u>Finance</u> • 5/12/22 <u>Facilities</u> • 5/18/22 <u>G&P</u> • 5/18/22 <u>Nominations</u> 	LS/MT	<p>Michelle encouraged us to read the June Newsletter which describes the many and varied activities and programs happening.</p> <p>Rosemary gave kudos to Lori for the positive comments received about the daffodils. Rosemary also thanked all those involved with the May Day Parade and Friends Book Sale. She noted the achievement of Michelle and staff completing the updated Employee Handbook.</p> <p>Michelle explained that the cost of \$1,000 for staff professional development activities was paid for by the Maine State Library.</p> <p>Rosemary corrected the Development Committee Notes that she took. Ruth, Louise, and Adelaide are not members of that</p>

		<p>Committee.</p> <p>Karen Winton, Kennebunk Deputy Director of Community Development and Chris Osterrieder, Kennebunk Town Engineer/Director of Community Development will receive a thank you note from Rosemary for their knowledgeable contributions to the Development Committee meeting, providing good insights for the group.</p> <p>Louise clarified that the Social Media Policy was an internal policy for staff. KFL has two policies in place for patron use.</p> <p>Motion made, seconded, and passed unanimously to approve all reports.</p>
<u>5.Report from Friends of the Library</u>	PN	Peg conveyed how smoothly the May Day Book Sale ran, earning a record high of nearly \$1,400. The next book sale will be on the date of the UU Church's Blueberry Festival.
<u>6.Strategic Plan</u>		Continue to make updates on the spreadsheet.
<u>7.Old Business</u>	N/A	
<u>8.New Business</u> <ul style="list-style-type: none"> • Posting Policy • Social Media Policy • June BOT Meeting • By-Laws Change 		<p>There were no questions regarding the first reading of the Posting Policy and Social Media Policy. Vote on these policies will occur at the June meeting.</p> <p>After a discussion about whether to hold the June meeting in-person since voting will take place at that time, a decision was made to poll the BOT one week prior regarding the venue and start time.</p> <p>Michelle showed the proposed revision of the Development Committee charge (Article VI F) which had first been reviewed by the Committee. This was the first reading by the Board. The second reading and vote will occur at the June meeting.</p>
<u>9.Announcements and Other Business</u> <ul style="list-style-type: none"> • Slate of FY23 Officers • 25th Edition Flyer Distribution Sign Up • Donation by George Hermans • BOT 		<p><u>Nominations</u></p> <p>Adelaide explained that voting will take place at the June meeting for officers, returning Trustees, and new Trustees.</p> <p><u>Slate of FY23 Officers</u></p> <p>President – Rosemary Lavoie Vice President – Linda DeFelice Treasurer – waiting for a response from one person who was contacted Recorder – Lori Parkinson</p> <p>Rosemary called for further nominations from the floor resulting in one nomination:</p>

<p>Education Series: Robert's Rules</p>	<p>DR/LMC</p>	<p>Vice President – Adelaide Taylor</p> <p><u>Trustees returning</u> for a second term: Linda DeFelice, Linda Miller Cleary, Adelaide Taylor</p> <p><u>New Trustee:</u> Laura Dauphinais</p> <p>Adelaide brought to our attention that the By-Laws state that committee members serve a one year term to start at the beginning of the fiscal year, July 1.</p> <p>Dan made a motion that the Board temporarily suspend the first sentence of By-Law Article VI 5 (“All committee members, standing and special, normally will serve a term of one year, to commence at the beginning of the fiscal year.”) this year only in order to follow the past practice of finalizing committee membership in September. Motion was seconded and passed unanimously.</p> <p>Linda D. pointed out that the By-Laws state that the designation of standing committee chairs is to occur within two weeks following the election of officers in June.</p> <p>Discussion resulted in the decision that each committee will discuss the Chair position at their June meetings with the goal of Chairs being selected by the June Board meeting.</p> <p>Rosemary encouraged Trustees to attend August committee meetings in which they're interested so that committee membership can be finalized at the September meeting.</p> <p><u>5K Flyer Distribution</u> Michelle showed the sign-up sheet and said the flyers would be ready for pickup at the Circulation Desk the morning of June 1.</p> <p><u>Donation by George Hermans</u> Michelle told us about the generous \$100,000 donation by George Hermans, husband of the late Merry Hermans; she was a library employee for 25+ years and loved poetry. To create the Merry Hermans Poetry Corner complete with blue (her favorite color) walls, a rug, shelves, desk, and stationary, notebooks, and pens, \$15,000 has been set aside from the donation. Other than the Poetry Corner, there are “no strings attached” regarding how the remaining money is spent. The Finance Committee will discuss this donation. Rosemary and Louise encouraged Trustees to attend the Poetry Corner dedication to show their support and to convey to the Hermans the importance of the gift to the library.</p> <p><u>BOT Education Series: Robert's Rules</u></p>
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		Rosemary briefly described how Robert's Rules is used to keep meetings orderly by following procedures. Our Board meetings follow Robert's Rules unless our By-Laws specify otherwise.
<u>10.Executive Session</u>	NA	
<u>11.Adjournment</u>	DR	Meeting adjourned at 5:50 pm
<u>12.Key Dates</u>		<p>Dates on the 5/31/22 Agenda for committee meetings will be sent out on the Monthly To-Do List. <i>Committee Chairs will confirm if a meeting will be held.</i></p> <p><u>Save the Date!</u></p> <ul style="list-style-type: none"> • June 29: Merry Hermans Poetry Corner Dedication – 1-3pm • July 8: 25th Edition KFL 5K • August 8: Community Yard Sale – 8:30-10:30am • August 10: Ice Cream Social at the Seashore Trolley Museum

Respectfully submitted, Linda DeFelice, Vice President, Kennebunk Free Library Board of Trustees