

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

<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> John Buraczynski, Laura Curtis, Paul Dest, Risa Oganessoff Heersche, Marka Larrabee, Linda Lucas, Karen Plattes, Dan Riggall, Joy Russo, Maryfrances Smith, Dan Stoddard</p> <p><u>Trustees Not Present:</u> Henry Bourgeois, Pat Carls, Ann Hibbard, Deborah Redding-Sampson</p> <p><u>Director:</u> Jill LeMay</p> <p><u>Assistant Director:</u> Michelle Connors</p> <p><u>Friends of the Library:</u> Donna Gomez</p> <p><u>Guests:</u> None</p>
<u>2. Review of Agenda</u>		Addition to agenda: Dan S. will distribute document.
<u>3. Review & Accept Minutes of Previous Month's Meeting</u>	ML/DS	Motion to accept the minutes of February 28, 2017 unanimously approved, with abstentions from Marka, Paul and Risa.
<u>4. Acceptance of Submitted Reports</u> <ul style="list-style-type: none"> • Director's Report • Financial Summary 2.28.17 DRAFT • G & P Committee Report 3.21.17 • G & P Statement of Work Rev 2.21.17 • Nominations Committee 3.22.17 • Road Race Report March 2017 	ROH/LL	<p>Motion to accept all reports unanimously approved with comments and corrections noted.</p> <p><u>Director's Report:</u> Karen is impressed with the number of kids coming in; Linda likes the Mission Moments.</p> <p><u>G & P:</u> Merrill Library is in Yarmouth, not Falmouth, as was indicated in the report. Paul says that we must keep costs and benefits in mind when/if we hire a consultant to assist with the LRP.</p> <p><u>Nominations:</u> Karen requests that we recruit board members; also the committee needs to know who is staying on. Reminder, Trustees must live and or work in Kennebunk or Arundel.</p> <p><u>Road Race:</u> To date, 69 registered. Last year at this time it was in the 20s. There is a Hit the Road publicity event at Federal Jack's from 5-7 pm on April 20, attendance encouraged.</p>
<u>5. Report from Friends of the Library</u>		Turnout was low at the last meeting. Volunteer Appreciation Day is April 7 from 4:30-6:30 pm at KFL. Friends are thinking about term limits; possibility of two years. Friends has joined the State of Maine Library Friends; benefits include networking, grant writing help, document preparation. Donna will be the contact person for KFL. May 6 is the spring book sale, with a preview sale May 5 from 5-7 pm.

		Donna would like to have it outside, weather permitting. Volunteers are needed. Book donations have been a little slow but Donna expects more to come in. Donna wants to get a laminated Friends sign. The next Friends meeting has been changed from May 1 to April 24.
<u>6. Old Business</u> Nominations Committee		Nominations covered previously.
<u>7. New Business</u> Collection Development Policy First Reading	LL/DS	<p>This policy was brought to G&P in February. There are only a few clarifications. The major change is in Section 4 Number 5, regarding Challenge Response Procedures. The motion to move to second reading passed unanimously.</p> <p>Dan S. distributed the document, "Should KFL Pursue an Endowment?" The Finance Committee will be discussing these questions and Dan encourages all Trustees to consider them. He also encourages us to buy a copy of Endowment 101: A step-by-step handbook for staff/board on building your nonprofit or foundation endowment (kindle edition); available for \$9.95.</p>
<u>8. Announcements & Other Business</u>		<p>Worthy Wednesday @ David's KPT 3.29.17. All are encouraged to go.</p> <p>Jill noted that May 6, in addition to the KFL book sale, is the day of the town parade, which starts at 1:30 pm. Instead of carts, Jill would like to make "books on a pole" for marchers to carry. She asked for volunteers.</p> <p>Sunday morning two people fell on the sidewalk we share with the Unitarian Church. One person broke his ankle in two places. Jill needs to check on possible insurance issues. We share responsibility with the church.</p>
<u>9. Executive Session</u> Library Incident Review	ROH/KP	Motion to go into Executive Session unanimously approved at 7:35 pm. The Board went out of Executive Session at 7:40 pm.
<u>10. Adjournment</u>	PD/ ML	Motion to adjourn unanimously approved and the meeting adjourned at 7:40 pm.

Respectfully submitted,
Linda Lucas
Recorder, Kennebunk Free Library Board of Trustees
Minutes approved at the April 25, 2017 Board of Trustees meeting