

October 31, 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, Rosemary Lavoie, Linda Lucas, Karen Plattes, Dan Riggall, Louise Sandmeyer, Dan Stoddard</p> <p><u>Trustees Not Present:</u> Ann Hibbard, Marka Larrabee, Maryfrances Smith</p> <p><u>Director:</u> Jill LeMay <u>Assistant Director:</u> Michelle Connors <u>Friends of the Library:</u> <u>Guests:</u> Allison Atkins</p>
<u>2. Review of Agenda</u> 2.		Karen wants to update Trustees on the director search during Executive Session, and also wants to ask if anyone has recommendations for additional Trustees. No other changes to the agenda.
<u>3. Review & Accept Minutes of Previous Month's Meeting</u>	HB/ DS	The motion to accept the minutes of September 26, 2017 was made, seconded, and passed unanimously.
<u>4. Acceptance of Submitted Reports</u> 4. <ul style="list-style-type: none"> • Director's Report • Finance Committee Report 10/17/17 • Financial Summary 9/30/17 • G & P Committee Report 10/04/17 • PR&D Committee Report 10/18/17 	DR/ RD	<p>The motion to accept the reports was made, seconded, and approved unanimously with the following comments:</p> <p><u>Director's Report:</u> In response to a question from Louise, Jill said that a program still runs if only 1-2 people attend. However, if low attendance continues over time, a decision is made about program continuation.</p> <p>As part of her graduate studies, Allison attended the board meeting and spoke about the drug epidemic. She had met with the police chief and a drug rehab counselor and discussed how to recognize a drug overdose and what action to take. Often, drugs are taken in public bathrooms, so those in the public sector need to be informed. Allison said it is beneficial to have NARCAN on hand to administer to a possible drug overdose victim. NARCAN will nullify the effects of the drug overdose but will not have any adverse effects if a drug hasn't been taken. 911 should be called as well. Anyone administering NARCAN is covered by the Good Samaritan Law. Jill recommends that we add NARCAN training to the ongoing first aid training that is done at KFL; she also recommends a refresher on using the automatic defibrillator. Michelle will follow up with the police department and ask if they will donate NARCAN to KFL. Michelle will also draft language regarding this issue for the Employee Handbook. Jill emphasizes that KFL should have NARCAN as well as a sharps container.</p> <p>Jill's letter to Hope Cemetery supported their request to have a permanent easement to protect the cemetery. There is no financial impact to KFL. Jill's final words were "very nicely done!" She has contributed enormously to KFL over her tenure</p>

		<p>here and she will be greatly missed.</p> <p><u>Finance Committee Report:</u> Paul said that KFL is in very good shape financially and has accumulated a number of assets.</p> <p><u>PR&D Report:</u> The wreath sale is happening now; November 18 is pick up day. We need to sell more wreaths. Linda and Dan R took wreath forms. Karen also said that KFL will be having an art sale in January so we should all look in our closets for art we no longer want.</p>
<u>5. Report from Friends of the Library</u>		Friends will be doing a membership drive in December. The October 20-21 book sale brought in \$1100.
<u>6. Old Business</u> <ul style="list-style-type: none"> • To accept the recommendation of the Finance Committee regarding Strategic Planning Consultant • Second Reading: Damaged Library Materials Policy—NEW Policy • Second Reading: Development Policy • Second Reading: Food and Beverage Policy • Second Reading: Gift Acceptance Policy • Second Reading: Library Card Eligibility Policy • Second Reading: Unattended Child Policy • Reaffirm that Michelle Connors will be Interim Director of KFL beginning November 4, 2017. 	<p>LL/KP</p> <p>DR/LL</p> <p>HB/PD</p> <p>HB/LS</p> <p>DR/DS</p> <p>LS/RD</p> <p>LL/PD</p> <p>DS/HB</p>	<p>The motion to accept the recommendation was made, seconded, and passed unanimously. Jill said that, hopefully, a Virginia Hodgkins Somers Foundation grant will cover the cost of \$18,500.</p> <p>A motion to accept the damaged Library Materials policy was made, seconded and passed unanimously. There were no questions.</p> <p>A motion was made to accept the Development Policy, seconded and passed unanimously. There were no questions.</p> <p>A motion to accept the Food and Beverage policy was made, seconded, and passed unanimously. There were no questions.</p> <p>Rosemary had spoken to a life insurance executive at UNUM who recommended that we strike the last two lines of the Gift Acceptance Policy. Jill will make this change. If KFL is one of many beneficiaries we are not the owner and thus are not responsible for paying any premiums.</p> <p>A motion to approve the policy as amended was made, seconded, and approved unanimously.</p> <p>A motion to accept the Library Card Policy was made, seconded, and passed unanimously.</p> <p>A motion to accept the Unattended Child Policy was made, seconded, and passed unanimously. Jill noted that verbiage highlighted in yellow was added after the September BOT meeting. She did some research among state libraries and found that the age at which a child could be in a library unattended varied widely. Jill kept the KFL guideline at eight years of age. She removed language about following the code of conduct.</p> <p>A motion to reaffirm Michelle as Interim Director beginning November 4 was made, seconded, and unanimously approved.</p>
<u>7. New Business</u> <ul style="list-style-type: none"> • Patron Complaint Policy • Patron Pet Policy • To accept the 2017 CLM 		<p><u>Patron Complaint Policy:</u> Last reviewed in October 2009. The change in title from “grievance” to “complaint” was recommended by G&P. Karen said the policy codifies what we experienced during the</p>

<u>8. Strategic Plan 2018-2013</u>		<p>The Strategic Planning effort is on hold until a new director is in place. He/she will have the opportunity to review the Starboard Proposal before KFL commits to it. Michelle will contact Starboard and inform them of this situation.</p> <p>Jill suggests that t</p>
<u>9. Announcements & Other Business</u> <ul style="list-style-type: none"> • KFL Organization Chart • Board Officers Identified • Sewell Foundation gift • Jill LeMay Recognition 		<p>Rosemary asked a question regarding the part-time hours for some staff. Jill responded that most of these staff would like to be full-time but funding does not allow it.</p> <p>Jill requested that current BOT officers be identified; They are Karen Plattes, President; Henry Bourgeois, Vice President; Paul Dest, Treasurer; and Linda Lucas, Secretary.</p> <p>A trustee of the Sewell Foundation in Freeport will be donating a pencil sketch of Mrs. Sewell to KFL. The Sewell Foundation makes a substantial contribution to KFL annually.</p> <p>Jill's many contributions to KFL over the years were noted by Karen. She has assembled an outstanding staff and leaves the library fiscally sound and a vibrant part of the community. Thanks, Jill!</p>
<u>10. Executive Session</u>		<p>The BOT went into ES at 8:15 pm and out of ES at 8:25 pm.</p> <p>Karen updated Trustees on the director search.</p>
<u>11. Adjournment</u>	DS/ KP	<p>The motion to adjourn was unanimously approved and the meeting adjourned at 8:23 pm.</p>

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

Minutes approved at the November 28, 2017 Board of Trustees meeting