

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

January 25–Minutes from KFL BOT Meeting

| <u>Item</u> | <u>People</u> | <u>Action</u> |
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| <u>Annual Meeting Call to Order 3:02 p.m</u> | RL | |
| <u>1.Roll Call and Welcome</u> | RL | <p><u>Trustees Present:</u> Anne Bertucci, Greg Braun, Linda DeFelice, Ruth Dater, Rosemary Lavoie, Linda Miller Cleary, Lori Parkinson, Dan Riggall, Louise Sandmeyer, Adelaide Taylor, Madeleine Tunison, Connie Wood</p> <p><u>Trustees Absent:</u> Nikki Evans</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</p> |
| <u>2.Review of Agenda</u> | RL | Motion to accept: LD/MT |
| <u>3.Review and Accept Minutes of the November 30, 2021, Board Meeting</u> | LS/LD | Passed unanimously |
| <u>4.Acceptance of Submitted Reports</u> <ul style="list-style-type: none"> • Director’s Report • Nominations Committee 1/5/22 • Finance Committee with Financial Summary 11/30/21 and 12/31/21 • Facilities Committee 1/13/22 • PR&E Committee 1/13/22 • G&P Committee 1/19/22 | LS/LD | <p>2022/23 Budget will be presented by Michelle on Saturday, January 29th at 8:30 am via zoom. https://www.kennebunkmaine.us/AgendaCenter/ViewFile/Agenda/01292022-2792 (MC)</p> <p>Wreath Sale: we sold 206 wreaths (MC)</p> <p>This year marks the 25th Road Race – our Silver Anniversary. Road Race committee will be working on ways to make it extra special. (RL)</p> <p>Holiday Giving campaign set up by Anita was a great success! We had 30 first time pledges and raised a total of \$5,300! (RL)</p> <p>Nominations Committee chair (AT) presented information about two information sessions being planned. A panel of BOT members will be available for Q&A on what is involved in being on the KFL BOT. Sign up if you are interested in participating. (AT)</p> |

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| | | <p>https://docs.google.com/spreadsheets/d/1hu80g9T6wJ_nqo4XFP6-Udpp_VTyJ82ykjHD2PNQCpc/edit?usp=sharing (AT)</p> <p>Finance Committee: everything is “coasting along.” (MC)</p> <p>Facilities: Sprinkler flush is done, and we should be good for at least 20 years. (AT)</p> <p>March Madness and Pi Day update: Good collaboration between the Friends and the BOT. Goal is to reduce the number of baskets from last year and have a combination of baskets and individual items. All baskets/items must be delivered to Lori by March 1st. Online auction will run from March 21-31.</p> <p>Pies can be ordered from Monday, Feb 7-Monday, Feb 28.</p> |
| <u>5.Report from Friends of the Library</u> | PN | <ul style="list-style-type: none"> • BOT is encouraged to join the Friends. https://kennebunklibrary.org/ckfinder/userfiles/files/2022%20Application.pdf • Peg is heading up the new “Book Sorting” committee. • Valentine’s Day pop-up book sale will be held Feb 14-18 • Thank you cards were sent to 55 volunteers in lieu of a volunteer appreciation event. • Giddy Word brought in \$150 for Q4! |
| <u>6.Strategic Plan</u> | RL | <ul style="list-style-type: none"> • Should be “robust” and make sure that the KFL delivers (RL) • Contemplating modules in education, training, team building to be covered at BOT meetings, making the meetings a bit longer. (RL) |
| <u>7.Old Business</u> | RL | Motion to approve the Meeting Room Policy was made, seconded and passed unanimously (GB/LD) |
| <u>8.New Business</u> | RL | |
| <u>9. Announcements and Other Business</u> | | <ul style="list-style-type: none"> • Thank you note from the staff (included in BOT January packet) was noted and appreciated. (RL) • Mask update: As of two weeks ago, the public must wear a surgical or KN95 mask. This is in line with what the CDC and Gov. Janet Mills recommend. (MC and AA) |
| <u>10.Executive Session</u> | | <ul style="list-style-type: none"> • MC, AR and PN left the meeting at 3:45 • Discussed MC’s review, salary and bonus. |

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| <u>11.Adjournment 4:02 p.m</u> | | |
| <u>12.Key Dates</u> | | <ul style="list-style-type: none"> • Friends Valentine’s Day Pop-Up Book Sale Feb 14-18 • Trustee Information Session Tues ,Feb 15 – – 6:00 p.m. • Pi Day pies order online from Feb 7- Feb 28 • MM auction items to be delivered to Lori by March 1 • March Madness online Auction March 21-31 • Friends next meeting April 11 at 5:30 via Zoom https://networkmaine.zoom.us/j/82707060679 |

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