

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

April 30, 2019

<u>Item</u>	<u>People</u>	<u>Action</u>
<u>Call to Order</u>	HB	The meeting was called to order at 6:56 pm
1. <u>Roll Call and Welcome</u>	HB	<p><u>Trustees Present:</u> Anne Bertucci, Henry Bourgeois, Paul Dest, Ruth Dater, Rosemary Lavoie, Linda Lucas, Lori Parkinson, Dan Riggall, Louise Sandmeyer, Jolene Staruch, Dan Stoddard, Madeleine Tunison</p> <p><u>Director:</u> Michelle Connors <u>Assistant Director:</u> Allison Atkins</p> <p><u>Friends of the Library:</u> Donna Gomez - absent – Michelle Connors providing the update to the BOT</p>
<u>2. Review of Agenda</u>		No additions or changes were needed.
<u>3. Review & Accept Minutes of March 26, 2019 BOT meeting</u>	LL/LP	The motion to approve the minutes of the March 26, 2019 BOT meeting was made, seconded and passed unanimously.
<u>4. Acceptance of Submitted Reports</u> April Director's Report Facilities Committee 4/17/19 PR&D Committee 4/18/19 Finance Committee 4/9/19 G&P Committee 4/17/19 Financial Summary thru March, 2019 – dated 3/29/19 Road Race April, 2019		Submitted reports approved as written.
<u>5. Report from Friends of the Library</u>		<p>Update provided by Michelle Connors for Donna Gomez.</p> <p>Bake Sale, Book Sale and Faerie Festival to be held Saturday, May 4 – Michelle to pass around volunteer list and time slots</p>
<u>6. Old Business</u>		NA

<p><u>7. New Business</u></p>	<p>LS/AB</p>	<p>Jolene Staruch will be leaving her post on the BOT due to an upcoming relocation out of the Kennebunk area. The BOT recognized Jolene and thanked her for all her contributions and the tremendous amount of work she has done on the library strategic plan. Her departure will leave a vacancy on the BOT.</p> <p>Carol Lambert resigned on April 8.</p> <p>By-Laws of the Kennebunk Free Library Association reviewed and approved.</p> <p>New committees of the BOT approved (noting re-organization and new names).</p> <p>Comprehensive Statewide Resource Sharing Initiatives reviewed and approved.</p> <p>Memorandum of Understanding Maine Reciprocal Borrowing Pilot reviewed and approved.</p> <p>KFL Patron Conduct Policy first draft reviewed and approved with a noted change to include tobacco products.</p> <p>The facilities committee provided an update on the new roofing initiative and bid process. Four quotes were obtained with 3 bids that were reviewed in-depth. BOT agreed to honor the bid process as intended with the committee to finalize due diligence that the bids are based on the same materials and work to be completed. Hall Brothers was selected as the contractor.</p>
<p><u>8. Strategic Plan</u></p>	<p>LL/DR</p>	<p>Jolene provided a demo to the BOT on how to track progress on the strategic priorities spreadsheet. Committee leads should update each month. At this point Michelle has agreed to do the updating to the master spreadsheet using the input she receives from committee leads.</p>
<p><u>9. Announcements & Other Business</u></p>		<p>BOT sub-committee on nominations to interview potential candidate for the BOT to fill existing opening. Due to Jolene's departure there will be an additional BOT opening. Request made to BOT to continue to source potential candidates for openings.</p>
<p><u>10. Executive Session</u></p>		<p>Discussion of patron incident.</p>
<p><u>11. Adjournment</u></p>	<p>DS/AB</p>	<p>The motion to adjourn was made, seconded and</p>

<p><u>12. Key Dates</u></p>		<p>unanimously passed. The meeting adjourned at 7:59 PM</p> <p>May 4 May Day Book and Bake Sale May 4 May Day Faerie Garden Activities June 23 Sea Dogs Game – KFL has the community table July 12 – Road Race – 22nd Edition</p> <p>Next BOT Meeting May 28, 2019</p>
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Respectfully submitted,
Rosemary R. Lavoie
Recorder, Kennebunk Free Library Board of Trustees