

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

April 28, 2020 - Notes from KFL BOT Meeting

<u>Item</u>	<u>People</u>	<u>Action</u>
<u>Call to Order</u>	LL	The Virtual Meeting via Zoom was called to order at 4:32 PM
1. <u>Roll Call and Welcome</u>	LL	<p><u>Trustees Present:</u> Henry Bourgeois, Anne Bertucci, Ruth Dater, Linda DeFelice, Paul Dest, Bob Fiore, Rosemary Lavoie, Linda Lucas, Linda Miller Cleary, Lori Parkinson, Dan Riggall, Louise Sandmeyer, Madeleine Tunison, Dan Stoddard, and Adelaide Taylor</p> <p><u>Director:</u> Michelle Conners</p> <p><u>Assistant Director:</u> Allison Atkins</p> <p><u>Friends of the Library:</u> Risa Heersche and Deb Sampson</p>
<u>2. Review of Agenda</u>		No additions or changes were needed.
<p>3. <u>Review &amp; Accept Minutes of March 31, 2020 meeting</u></p> <p>4. <u>Acceptance of Submitted Reports</u></p> <p>April Director's Report</p> <p>Financial Summary thru March 31, 2020</p>	<p>HB/DS</p> <p>AB/PD</p>	<p>The motion to approve the minutes of the March 31, 2020 BOT meeting was made, seconded and passed unanimously.</p> <p>Submitted reports approved as written.</p> <p>Comments:</p> <p>First and foremost a huge shout out and kudos to Michelle, Allison and the entire library staff. They have been absolutely amazing during this very difficult time. They have demonstrated a high level of creativity, have put forth very exciting programs and also special thanks for their incredible commitment to the library, the patrons, the Board, the community and to each other. The Board cannot thank them enough and marvel at how gracious and flexible they have been while staying very well educated and informed of the state, federal and CDC guidelines. A special thank you for the all of the effort and hours that were put forth to ensure that KFL was able to take advantage of the funds available from the government CARES to assist during the COVID19 pandemic.</p>

		<p>Michelle provided a high-level update on the guidelines and rules regarding the impact of securing the CARES funds. Not everything is exactly known at this point but most of the funds will be used on salaries/payroll (75%) with the rest spent on expenses like utilities.</p> <p>Michelle said that Kennebunk Savings Bank resources were very helpful and she has sent them a note to recognize their diligence and support.</p> <p>Bob Fiore provided some additional insight from a banking perspective and recognized the library for their swift and accurate application. He noted that some organizations were unfortunately being locked out due to even the slightest delay in filing.</p> <p>Due to the pandemic and library resources having to shift priorities, committee meetings for the month of April were cancelled.</p>
<p><u>5. Report from Friends of the Library</u></p>		<p>Both Risa and Deb were in attendance and wanted to thank the library for everything they are doing and also expressed that Friends wants to do everything they can to help out.</p> <p>Deb updated the BOT about the Bicentennial Flag that Friends will be purchasing. The design is still to be picked out and Paul Dest put in a good word for the flag with the evergreen with the star (Lori P and Deb S also like this one).</p> <p>Anne Bertucci asked if it is possible for individuals to purchase Bicentennial flags. Deb is going to look into this and get back to the BOT.</p>
<p><u>6. Old Business</u></p>		<p>NA</p>
<p><u>7. New Business</u></p>		<p>Michelle stated that the Library is looking at how to get back into business in a "staged" approach. She is trying to determine how extensive KFL will need to be and at the ways the restrictions can be implemented.</p>

		<p>She will be sending the BOT a document that Johns Hopkins put together on this topic that is being provided to state governors.</p> <p>Michelle will also be participating in the Maine State Library call on 4/29 for more insight and discussion on this topic. The call was moved a day since Governor Mills had a press conference at the original scheduled time.</p> <p>Michelle and Linda L proposed to the group that committees should be looking at the impact of the pandemic, what a staged opening will look like, how their 2020 plans will be impacted and other creative ideas they may have in this "new normal".</p> <p>Both Paul Dest and Linda DeFelice suggested that the BOT listen to and/or read the Maine CDC website all of the particulars regarding Governor Mills' guidelines for re-opening the state.</p> <p>Michelle provided an update on the Annual Appeal Letter which has been sent out (thanks to Kat and to the library staff for doing a great divide and conquer on this project). If you do not receive your letter by the end of this week, let Michelle know since the letters were mailed from different post offices. Michelle did an excellent job on the letter by acknowledging the crisis, but using a very balanced approach in how someone can support the library in many different ways. Louise brought up and the BOT agreed, that it is okay to ask for funds now, even though we are in a national crisis because there still may be many that can support great projects like the KFL annual appeal.</p>
<p><u>8. Strategic Plan</u></p>		<p>Please continue to provide updates to Michelle so that she can update the spreadsheet.</p> <p>Strategic plan discussion – date now in June</p>

