

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

January 28, 2020

<u>Item</u>	<u>People</u>	<u>Action</u>
<u>Call to Order</u>	HB	The meeting was called to order at 7:01 pm
1. <u>Roll Call and Welcome</u>	HB	<p><u>Trustees Present:</u> Henry Bourgeois, Anne Bertucci, Linda DeFelice, Paul Dest, Bob Fiore, Rosemary Lavoie, Linda Lucas, Linda Miller Cleary, Lori Parkinson, Dan Riggall, Louise Sandmeyer, Dan Stoddard, Adelaide Taylor, Madeleine Tunison</p> <p><u>Trustees Not Present:</u> Ruth Dater</p> <p><u>Director:</u> Michelle Connors – absent – on leave <u>Assistant Director:</u> Allison Atkins</p> <p><u>Friends of the Library:</u> representative Deb Sampson in attendance</p>
<u>2. Review of Agenda</u>		No additions or changes were needed.
<u>3. Review & Accept Minutes of December 16, 2019 meeting</u>	DR/LD	The motion to approve the minutes of the December 16, 2019 BOT meeting was made, seconded and passed unanimously.
<u>4. Acceptance of Submitted Reports</u> January Director's Report Facilities Committee 1/8/20 PR&E Committee 12/12/19 and 1/23/20 Finance Committee 12/18/19 G&P Committee 1/15/20 Development Committee 12/16/19 Financial Summary thru December 31, 2019	PD/DS	<p>Submitted reports approved as written.</p> <p>Comments: Allison provided an updated that the library patrons will be able to turn on in their account their reading history. It was an option at the state level that KFL has opted in on and now it is on a by patron by patron basis. The library will have no ability to view a patron's history – it will be totally private to that patron only. This is something that patrons have been requesting for quite some time. KFL will update their privacy policy accordingly.</p> <p>Allison also provided the BOT with an update that the library has met with the Unitarian church next door and the Brick Store Museum to partner and be aware of what each other is doing for the town bicentennial. Lori noted that the library is in the upper square district of town that will be part of the offered guided tours to</p>

	<p>include West Kennebunk, Kennebunk and Lower Village. One item that was discussed was the bunting for these buildings.</p> <p>In addition, Allison stated that KFL has been selected to be the beneficiary of this month's Hannaford Community Bags program – so far \$38 but hopefully the amount will grow in the last few days.</p> <p>Allison informed that Board that the Road Race is in play for 2020 and that we already have \$7,000 committed with \$2900 already paid.</p> <p>Madeleine noted that there is currently an online form that artists can submit for \$10 to the Brick Store in order to be eligible for their very generous offer of displaying the artist's artwork for 6 months.</p> <p>Dan Stoddard provided the board with an update and an opportunity to ask questions regarding the roof and plaster costs and the impact on KFL's operating budget. In hindsight, KFL should have had a capital budget for large expenses to the building. Due to this it was necessary to make a withdrawal from the investment account of \$50,000, which the Finance Committee approved. KFL will be requesting that the town of Kennebunk consider a capital budget for the library in addition to the annual operating budget. There is a meeting at the Town Hall on Feb. 4 at 6:30 pm – all BOT members are invited to attend.</p>
<p><u>5. Report from Friends of the Library</u></p>	<p>Deb Sampson gave a brief update on Friends.</p> <p>Welcomed any BOT member to become a Friend of KFL.</p> <p>Friends' thank you letters were mailed on Friday – suggestions were offered by various members to have a lifetime membership for \$100, provide the ability to sign up/pay for multiple years and to send out an email reminder that your membership has expired. Deb to take feedback under consideration with Friends. She reminded the Board that being a Friend provided an opportunity for an</p>

		<p>earlier look at Book Sales and for 2 free books at each sale.</p> <p>Friends also noted that KFL bunting has been looked at and is in good condition.</p> <p>The library pop-up book sale was popular and for little effort netted \$286. The next pop-up book sale is scheduled for 2/7-2/14, 2020 and will look to feature romance, spring and some good mysteries. Great teamwork here and very nice to get the additional funds.</p> <p>Friends will be contributing \$300 to the April Week of the Young Child for the 3rd year.</p> <p>Special thanks to Friends for all that they do to support KFL.</p>
<p><u>6. Old Business</u></p>		<p>NA</p>
<p><u>7. New Business</u></p>		<p>Rosemary gave an update that PR&E will be working with Allison and library staff on the March Madness event. This event will be an online auction in hopes of have a more extended reach to patrons. We will also display the "baskets" in the library during March. She requested that if any board members have access to any free items (concert tickets, sporting events, restaurants, museums etc) the team would be delighted plus if they have anything around the house to donate, it would be great.</p> <p>Dan Riggall for the Nominations Committee requested that the BOT discuss with any interested party the process to become a BOT member. Members must live and/or work in Kennebunk or Arundel, applications are online or can be picked up in the library, with clarity that applying does not mean that you are selected. He also requested that if you cannot continue as a BOT member and fulfill your term or second term to let him know. Decisions to be made in the May timeframe.</p> <p>Henry announced to the BOT that he would not be continuing as the Chair due to personal reasons. Everyone was very sad but understand and are asking Henry</p>

		<p>to remain on the BOT. The BOT thanked Henry for his great leadership and contributions to KFL.</p> <p>Based on the by-laws the Vice Chair, Linda Lucas, will take on Henry's responsibilities as the Chair - President Pro Tempore. Linda's second term ends in June with new officers nominated for July 1. Dan R. and Allison handed out a BOT assessment sheet that each BOT member filled out regarding their skills and experiences. New officers must come from the current BOT team members.</p>
<u>8. Strategic Plan</u>		Please continue to provide updates in the spreadsheet
<u>9. Announcements & Other Business</u>		
<u>10. Executive Session</u>		Not held during this BOT meeting
<u>11. Adjournment</u>	LD/DR	The motion to adjourn was made, seconded and unanimously passed. The meeting adjourned at 7:49 pm
<u>12. Key Dates</u>		<p>Upcoming Meetings</p> <p>February 11 – Development - 5:00 pm</p> <p>February 11 – Finance - 6:00 pm</p> <p>February 12 – Facilities – 4:00 pm</p> <p>February 13 – PR&E – 3:00 pm</p> <p>February 19 G&P – 3:00 pm</p> <p>February 25 – Board of Trustees Meeting 7:00 pm</p> <p>Save the Dates!</p> <p>February 4 – Town of Kennebunk Meeting 6:30 pm</p> <p>April 6 – Friends Meeting – 5:45 pm</p> <p>Friends – Pop Up Book Sale 2/7 – 2/14</p>

Respectfully submitted,
Rosemary R. Lavoie
Recorder, Kennebunk Free Library Board of Trustees