

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

August 27, 2019

<u>Item</u>	<u>People</u>	<u>Action</u>
<u>Call to Order</u>	HB	The meeting was called to order at 6:58 pm
1. <u>Roll Call and Welcome</u>	HB	<p><u>Trustees Present:</u> Anne Bertucci, Henry Bourgeois, Ruth Dater, Linda DeFelice, Paul Dest, Robert 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> NA</p> <p><u>Director:</u> Michelle Connors <u>Assistant Director:</u> Allison Atkins</p> <p><u>Friends of the Library:</u> NA - No representation</p>
<u>2. Review of Agenda</u>		No additions or changes were needed.
<u>3. Review &amp; Accept Minutes of June 25, 2019 BOT meeting</u>	PD/RD	The motion to approve the minutes of the June 25, 2019 BOT meeting was made, seconded and passed unanimously.
4. <u>Acceptance of Submitted Reports</u>	LL/LS	Submitted reports approved as written.
August Director's Report		Comments: Louise mentioned that she thought the outreach at the Farmers Market draws people to KFL
Development Committee 8/13/19		Homework Help was also mentioned as a draw for the library
Facilities Committee 7/3/19		Linda DeFelice asked about circulation stats – Michelle to provide a few times throughout the year since she provides this info to the state
Facilities Committee 8/15/19		
PR&E Committee 8/15/19		
Finance Committee 8/13/19		
G&P Committee 7/17/19		
G&P Committee 8/14/19		
Financial Summary thru June, 2019		
Financial Summary thru July, 2019		

<u>5. Report from Friends of the Library</u>		Donna Gomez unable to attend so a short update provided by Michelle – Friends meeting on 9/9
<u>6. Old Business</u>		NA
<u>7. New Business</u>		<p>Provided:</p> <p>Trustee Meeting Calendar/Trustee List  BOT Calendar document and  Board of Trustees address, phones, emails (note change to cell phone for Linda Lucas – number should be 207-251-2983)</p> <p>Road Race Financial Summary</p> <p>Fundraiser Schedule</p> <p>Library Director Annual Evaluation Protocol - G&amp;P manages process</p> <p>Staff and BOT Director Evaluation Survey Questions</p> <p>Annual Appeal Donation Statistics  The Development Committee to address increasing donation levels and contributors</p> <p>Hap Moore assessment of William Barry framed view of The Former Shipbuilding Works, Kennebunk Landing – decision made to donate to the Brick Store Museum with the caveat that a note/plaque be placed that indicates donated by KFL</p> <p>Seacoast Garden Club Blue Star Memorial – discussion led by Paul Dest and board agreed with recommendation to not pursue due to a variety of very well thought out reasons. Discussion around potential issues to align with work we are undertaking in regards to our mission and strategic plan goals and projects.</p> <p>KFL to conduct parking survey – BOT to support by surveying parking lot users – Paul Dest to send out instructions and spreadsheet with time slots volunteers needed</p> <p>Also included under Other Business:  DBF Report  Energy Source and KFL Case Study  Kierstead Note and Stevie Westmoreland Note</p>
<u>8. Strategic Plan</u>		<p>August Progress included  Please note a small change to the spreadsheet</p>

<u>9. Announcements &amp; Other Business</u>		<p>At the next BOT meeting we will vote to approve the By-Laws - Committee chairs to complete their reviews and get to Linda Lucas with any changes</p> <p>Please make sure you have addressed the conflict of interest document and have returned to Michelle</p> <p>Michelle out 9/2-9/10 – Committee chairs to send out agendas for September meetings</p>
<u>10. Executive Session</u>		Not held during this BOT meeting
<u>11. Adjournment</u>  <u>12. Key Dates</u>	LL/PD	<p>The motion to adjourn was made, seconded and unanimously passed. The meeting adjourned at 7:51 pm</p> <p>Upcoming Meetings  September 10 - Finance – 6:00 pm  September 11 - G&amp;P – 3:00 pm  September 12 – Committee Chairs – 2:00 pm  September 12 – PR&amp;D – 4:00 pm  September 24 – BOT Annual Meeting – 7:00 pm  September 25 – Maine Planned Giving Workshop – see Michelle if interested in attending</p> <p>Save the Dates!  Oct. 12 – Harvest Book Sale – 8:30 am – 1:00 pm  November 23 – Wreath Pick Up – Time TBD</p>

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