

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

December 16, 2019

| <u>Item</u>  | <u>People</u> | <u>Action</u>   |
|--|---------------|---|
| <u>Call to Order</u>   | HB            | The meeting was called to order at 7:05 pm  |
| 1. <u>Roll Call and Welcome</u>  | HB            | <p><u>Trustees Present:</u> Henry Bourgeois, Anne Bertucci, Ruth Dater, Linda DeFelice, Paul Dest, Linda Miller Cleary, Lori Parkinson, Dan Riggall, Louise Sandmeyer, Dan Stoddard, Adelaide Taylor, Madeleine Tunison, Bob Fiore</p> <p><u>Trustees Not Present:</u> Rosemary Lavoie, Linda Lucas</p> <p><u>Director:</u> Michelle Connors<br/><u>Assistant Director:</u> Allison Atkins</p> <p><u>Friends of the Library:</u> Donna Gomez</p>  |
| <u>2. Review of Agenda</u>   |               | No additions or changes were needed.  |
| <u>3. Review &amp; Accept Minutes of October 29, 2019 BOT meeting</u>  | AT/AB         | The minutes from the October 29, 2019 BOT meeting were approved unanimously as submitted.   |
| <u>4. Acceptance of Submitted Reports</u><br><br>Facilities Committee<br><br>PR&E Committee<br><br>Finance Committee<br><br>Development Committee<br><br>Financial Summary | AT/DS         | The reports were accepted and approved unanimously as submitted.  |
| <u>5. Report from Friends of the Library</u>   |               | <p>Donna Gomez reported that the KFL Friends have new officers. Donna was elected President and Sue Patterson was elected Vice President. This will be Donna's last meeting as the Friends' liaison to the BOT. Deb Redding-Sampson and Risa Oganessoff-Heersche (both former KFL Trustees) will serve as the new liaisons to the BOT.</p> <p>Donna reported that the weeklong book sale in the library that began Friday, December 13 has already raised \$130. It will continue through Friday, December 20. The next Friends meeting will occur January 6, 2020.</p> |

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|  |       | The Trustees thanked Donna for her service as the liaison to the BOT over the past couple of years  |
| <u>6. Old Business</u>                       |       | Michelle noted that KFL's FY '21 budget was approved by the full board via email.   |
| <u>7. New Business</u>                       |       | Bob reported that he attended the day-long Maine Association of Non-Profits workshop on fundraising. It was full of many sessions, and Bob attended three. He said it was highly worthwhile, noting that there are many opportunities to raise funds but that an organization must stay on top of it all to take full advantage of it.  |
| <u>8. Strategic Plan</u>                     |       | Please continue to provide updates in the spreadsheet   |
| <u>9. Announcements &amp; Other Business</u> |       | <p>Dan Riggall noted that the Nomination Committee will begin work to seek new candidates for the BOT in January. He said that this is an active committee but still welcomes other participants. Whether committee members or not, he urged everyone to look for prospects.</p> <p>Michelle noted that with the BOT's support, five Library Assistants' hourly rate will go up to \$16.50 beginning July 1, 2020, with increases occurring in two successive fiscal years. This will get the positions into a pay range for similar positions that is in keeping with libraries of similar size in our region of Maine. Dan Stoddard noted that it is important that we remain competitive with our compensation.</p> <p>On another budget note, Dan Stoddard and Michelle noted that part of our FY '21 request to the Town includes funds for much-needed capital improvements. Without some support, KFL may need to continue to dip into the investment fund. This is the first time KFL has requested capital funds since the expansion in the mid-1990s.</p> |
| <u>10. Executive Session</u>                 | DS/DR | The BOT went into executive session at 7:25 p.m.  |
|  | AB/LS | The BOT came out of executive session at 7:35 p.m.  |
| <u>11. Vote</u>                              | AB/LS | The KFL BOT then voted unanimously to approve the recommendation of the G&P Committee to increase the compensation of the Director based on   |

