

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

October 29, 2019

<u>Item</u>	<u>People</u>	<u>Action</u>
<u>Call to Order</u>	HB	The meeting was called to order at 7:00 pm
1. <u>Roll Call and Welcome</u>	HB	<p><u>Trustees Present:</u> Henry Bourgeois, Anne Bertucci, Ruth Dater, Linda DeFelice, Paul Dest, 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> Bob Fiore</p> <p><u>Director:</u> Michelle Connors <u>Assistant Director:</u> Allison Atkins</p> <p><u>Friends of the Library:</u> representative not in attendance</p>
<u>2. Review of Agenda</u>		No additions or changes were needed.
<u>3. Review & Accept Minutes of September 24, 2019 BOT meeting</u>	LL/MT	The motion to approve the minutes of the September 24, 2019 BOT meeting was made, seconded and passed unanimously.
4. <u>Acceptance of Submitted Reports</u>	PD/LS	Submitted reports approved as written.
October Director's Report		Comments: Roofing project to begin very shortly
Facilities Committee 10/9/19		Paul Dest gave a summary of the parking survey – the library does have parking issues but they are most prevalent when more than one event is taking place. Group is continuing to review the list of considerations and there are some items that decisions to not pursue have already been made.
PR&E Committee 10/17/19		
Finance Committee 10/8/19		
G&P Committee 10/23/19		
Development Committee 10/8/19		Linda Lucas provided the BOT with an update regarding the Executive Director review and the process and updated timeline that we will follow this year
Financial Summary thru September 30, 2019		Linda Miller Cleary attended a conference – The 4 th Annual York County Non-Profit Conference on 10/26 and gave the BOT a brief update.
<u>5. Report from Friends of the Library</u>		Michelle gave a brief update on Friends plus noted more info in the Director's Report.
		11/4 Friends Annual meeting and will include election of new officers – Deb Sampson and Donna Gomez stepping down due. to (RL had asked reason for the

		change and Michelle updated the group that they had met the limits of their terms). Board again noted a special thank you to them for their tremendous contributions.
<u>6. Old Business</u>		NA
<u>7. New Business</u>		Dan Stoddard distributed to the BOT an article from PG Calc – “The 7 Characteristics of a Successful Planned Giving Program” and asked that we read it to discuss at the next BOT meeting on November 26.
<u>8. Strategic Plan</u>		Please continue to provide updates in the spreadsheet
<u>9. Announcements & Other Business</u>		BOT is planning a get together after the December 16 meeting – place TBD BOT members to purchase a \$20 gift card to a local business as a donation to the staff holiday party raffle Free opioid training on Nov. 13 – 1 hr Please review the email sent out by Linda Defelice regarding MacMillan’s position on libraries and book lending
<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 7:40 pm
<u>12. Key Dates</u>		Upcoming Meetings November 12 – Development - 5:00 pm November 12 – Finance - 6:00 pm November 13 – G&P – 3:00 pm November 14 – PR&E – 4:00 pm November 26 – Board of Trustees Meeting 7 pm December 16 – BOT Meeting 7 pm (Monday) Note: BOT Get Together at 8:00 pm on 12/16 Save the Dates! November 4 – Friends Annual Meeting – 6:00 pm November 14 – Wreath Order Deadline – 12:00 pm November 23 – Wreath Pick Up – sign-up sheet time slot

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