

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

September 24, 2019

<u>Item</u>	<u>People</u>	<u>Action</u>
<u>Call to Order</u>	HB	The meeting was called to order at 6:59 pm
1. <u>Roll Call and Welcome</u>	HB	<p><u>Trustees Present:</u> Henry Bourgeois, Ruth Dater, Linda DeFelice, Paul Dest, Rosemary Lavoie, Linda Lucas, Linda Miller Cleary, Lori Parkinson, Louise Sandmeyer, Dan Stoddard, Adelaide Taylor, Madeleine Tunison</p> <p><u>Trustees Not Present:</u> Anne Bertucci, Bob Fiore, Dan Riggall</p> <p><u>Director:</u> Michelle Connors <u>Assistant Director:</u> Allison Atkins</p> <p><u>Friends of the Library:</u> NA – Donna Gomez</p>
<u>2. Review of Agenda</u>		No additions or changes were needed.
<u>3. Review & Accept Minutes of August 27, 2019 BOT meeting</u>	PD/MT	The motion to approve the minutes of the August 27, 2019 BOT meeting was made, seconded and passed unanimously.
<u>4. Acceptance of Submitted Reports</u> September Director's Report Facilities Committee 9/11/19 PR&E Committee 9/19/19 Finance Committee 9/10/19 Committee Chair's Meeting 9/12/19 Financial Summary thru August 31, 2019	LL/DS	<p>Submitted reports approved as written.</p> <p>Comments: Michelle shared the new (terrific) program/brochure where Kennebunk Library Card holders can take books out at 68 other participating libraries.</p> <p>Louise asked a question regarding the increase in the proposed costs outlined in the Facilities Committee report. Michelle stated that a concern but we had not signed a contract yet and that the town also has difficulty with contractors – an issue of supply and demand that is facing everyone.</p> <p>Paul Dest thanked everyone for their efforts regarding the parking surveying and requested that BOT continue to survey parking lot patrons – the more data the better.</p> <p>Madeleine mentioned that the parking area seemed quite dark – Michelle commented that we need to re-set the timing on the lights since it is getting dark out earlier and that she will work with Leroy to do this.</p>

		<p>Paul Dest also asked BOT opinions regarding the replacement of the tree that was cut down last year – most feedback was to not re-plant since the removal has made a more spacious and aesthetic setting.</p> <p>Linda Lucas gave an update on the Chairs Meeting that she sponsored. Focus is to make sure that all committees are in sync regarding the strategic plan and that any cross-committee objectives are well communicated and aligned. This group will continue to meet quarterly. Chairs has been asked to outline their responsibilities by 12/31/19.</p> <p>Dan Stoddard updated the BOT on the financial statement and correction that we were directed by Michael Brigham to make note of.</p>
<p><u>5. Report from Friends of the Library</u></p>		<p>Donna Gomez gave an update:</p> <p>Friend’s Book Sale on 10/12, Michelle circulated a volunteer time sheet, quality of books has increased, Friends will get 2 fee books.</p> <p>Friends membership down from 64 to 55 (some BOT members stated that they would be joining) – the 2 free books could be a great incentive for people to sign up to be a Friend at the Book Sale.</p> <p>Friends has purchased a book in memorial of Stu Flavin (book plated added) – to remember Stu and all of his many contributions.</p> <p>11/4 Friends meeting to elect new officers – Deb Sampson and Donna Gomez stepping down. Board noted a special thank you to them for their tremendous contributions.</p>
<p><u>6. Old Business</u></p>		<p>NA</p>
<p><u>7. New Business</u></p>		<p>Wreath Sale – wreath company has not changed prices so KFL most likely sticking to 2019 prices with Saturday November 23, the pick-up date at the library. Louise noted that we should go back to placing paper flyers (ads) around town. Provides an opportunity to meet with townspeople and business owners and to create a presence in the town for library events. BOT agreed to re-institute this. The high school is planning on selling the same wreaths this year again and we will coordinate the pick-up with them.</p>

		<p>Michelle passed out KFL BOT list and library org chart to include in your BOT binder.</p> <p>Michelle brought forward and BOT reviewed, mission statement and it was approved as is.</p>
<p><u>8. Strategic Plan</u></p>		<p>September spreadsheet (no updates)</p>
<p><u>9. Announcements & Other Business</u></p>		<p>BOT Committees</p> <p>Finance Dan Stoddard Paul Dest Adelaide Taylor</p> <p>PR&E Rosemary Lavoie Lori Parkinson Madeleine Tunison Ruth Dater Linda DeFelice</p> <p>G&P Louise Sandmeyer Linda Lucas Adelaide Taylor Linda Miller-Cleary Linda DeFelice</p> <p>Facilities Linda Miller-Cleary Adelaide Taylor Paul Dest Dan Riggall Dan Stoddard Anne Bertucci</p> <p>Development Dan Stoddard Dan Riggall Louise Sandmeyer Rosemary Lavoie Bob Fiore</p> <p>Note: Michelle, Allison and Henry to attend all committee meetings</p> <p>Linda L mentioned that it would be nice if the BOT could get together in January for an evening of bowling at the Garden Street Bowling Alley – date and time TBD. Linda to follow-up and provide details at a later date.</p>

<u>10. Executive Session</u>		Not held during this BOT meeting
<u>11. Adjournment</u>	AT/PD	The motion to adjourn was made, seconded and unanimously passed. The meeting adjourned at 7:41 pm
<u>12. Key Dates</u>		<p>Upcoming Meetings</p> <p>October 8 - Finance – 6:00 pm</p> <p>October 9 – Facilities – 4:00 pm</p> <p>October 17 – PR&E – 4:00 pm</p> <p>October 23 – G&P – 3:00 pm</p> <p>Note:</p> <p>September 25 – Maine Planned Giving Workshop</p> <p>Save the Dates!</p> <p>Oct. 12 – Harvest Book Sale – 8:30 am – 1:00 pm</p> <p>November 23 – Wreath Pick Up – Time TBD</p>

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