

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

June 25, 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, Paul Dest, Rosemary Lavoie, Dan Riggall, Louise Sandmeyer, Dan Stoddard, Madeleine Tunison, Lori Parkison, Linda Lucas</p> <p><u>Trustees Not Present:</u> Anne Bertucci, Ruth Dater</p> <p><u>Director:</u> Michelle Conners <u>Assistant Director:</u> Allison Atkins</p> <p><u>Friends of the Library:</u> Donna Gomez</p> <p>Also in attendance were the 4 candidates for open BOT positions – Linda DeFelice, Linda Miller Cleary, Adelaide Taylor and Robert Fiore</p>
<u>2. Review of Agenda</u>		No additions or changes were needed.
<u>3. Review & Accept Minutes of May 28, 2019 BOT meeting</u>	DS/DR	The motion to approve the minutes of the May 28, 2019 BOT meeting was made, seconded and passed unanimously.
<u>4. Acceptance of Submitted Reports</u> June Director's Report Facilities Committee 6/12/19 PR&E Committee 6/13/19 Finance Committee 6/11/19 G&P Committee (not included) Financial Summary thru May, 2019 Road Race June, 2019	PD/DR	<p>Submitted reports approved as written.</p> <p>2 Questions by R. Lavoie regarding insurance policy on directors and BOT (answered sufficiently by Dan Stoddard regarding minimal cost of \$1600 for 3 years and very common in libraries and other similar institutions) and on the cost of the lighting (\$7,000 over estimate) and this was answered sufficiently by Michelle Conners – the \$20,000 was just an estimate and some years we are over estimate and some years under estimate – nothing was added, just an estimate.</p> <p>Comments: Louise noted that it is very helpful for year over year comparisons on revenues and expenses regarding events and programs (i.e.# of road race registrations this year vs. last at this time)</p>
<u>5. Report from Friends of the Library</u>		<p>Update provided by Donna Gomez.</p> <p>The next event for Friends is the Blueberry Festival Book Sale on 7/27. Due to an overwhelming amount</p>

		<p>of inventory, no more book donations are being accepted until after the sale. Donna noted that book sales are higher on good weather days, when there are other events in town on the same day or if they include a bake sale. Books will be priced to sell including a \$5.00 per bag item.</p> <p>A successful book sorting was held on 6/12 although multiple concerns were voiced regarding space issues, no room to work and safety concerns.</p> <p>Donna contributed some valuable suggestions that will be addressed as part of the strategic plan including the possibility of an offsite storage facility.</p> <p>Friends next meeting is in September – BOT encouraged to attend and to also become a Friend if not already.</p>
<u>6. Old Business</u>		<p>Patron Conduct Policy finalized and Michelle distributed a 3 hole punched document requesting that BOT members replace the old one in their note books with this new one. Also, Michelle requested that BOT keep their notebooks up to date and that the current policies are on the library website (revision date stamped).</p>
<u>7. New Business</u>		<p>Three resumes for potential new BOT members were included in the May Board Packet – Linda DeFelice, Linda Miller and Robert Fiore. In the June BOT packet is a resume for the 4th opening – Adelaide Taylor.</p> <p>Approved By-Laws of the Kennebunk Free Library – request for each committee (if they have not done so) to review them at their July or August meeting in reference to their own committee (prior to August BOT).</p> <p>Note: July 3, 2019 – Facilities Committee to be meeting with the Garden Club at their monthly meeting.</p>
<u>8. Strategic Plan</u>		<p>Michelle continues to offer assistance to BOT to print their sections etc. Document works better as a visual.</p> <p>The BOT has agreed that the meeting with the town was worthwhile regarding Kennebunk's Comprehensive Plan and progress. Michelle to stay connected to Karen and do this periodically. Library received a thank you note from the town for getting both parties together.</p>

<p><u>9. Announcements & Other Business</u></p>		<p>Michelle informed the BOT that she has been in close contact with the town regarding the construction on Dane and Park Streets due to safety on the Road Race route. The town has communicated that the end date will be prior to 7/12. Michelle to continue to stay in close contact with the town on this issue.</p> <p>If you have availability please email Michelle regarding a time slot to call Annual Appeal donors. We are a bit shy of our goal (\$5,000 more to go) but anticipate we should hit our plan.</p> <p>The Development Committee will include the Annual Appeal in their list of priorities and look into ways to increase donations.</p>
<p><u>10. Executive Session</u></p>	<p>PD/DS</p>	<p>Discussed and voted on the 4 potential candidates for the Board. Their terms will start on July 1, 2019 if approved. Dan R. to call candidates informing them of their acceptance.</p> <p>Good discussion regarding skills, experience and backgrounds of candidates and vetting process.</p> <p>Thank you to Dan R. and the nominating committee for all of their work on this. Board will continue to address nomination process and timing especially in light of</p> <p>Michelle to coordinate their on-boarding (most likely in August).</p>
<p><u>11. Adjournment</u></p> <p><u>12. Key Dates</u></p>	<p>DR/LS</p>	<p>The motion to adjourn was made, seconded and unanimously passed. The meeting adjourned at 8:00 PM</p> <p>July 3 – Facilities – 3:00 pm July 17 – G&P – 3:00 pm August 27 – Board of Trustees Meeting - 7:00 pm September 24 – BOT Annual Meeting – 7:00 pm</p> <p>July 12 – Road Race – 22nd Edition July 26 – Blueberry Festival Book Pre-sale 5-6:00 pm July 27 – Blueberry Festival Book Sale 8:30 – 1:00 August 24 – KFL Yard and Art Sale</p>

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