

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

May 28, 2019

<u>Item</u>	<u>People</u>	<u>Action</u>
<u>Call to Order</u>	HB	The meeting was called to order at 7:03 pm
1. <u>Roll Call and Welcome</u>	HB	<p><u>Trustees Present:</u> Anne Bertucci, Henry Bourgeois, Paul Dest, Ruth Dater, Rosemary Lavoie, Dan Riggall, Louise Sandmeyer, Dan Stoddard, Madeleine Tunison</p> <p><u>Trustees Not Present:</u> Linda Lucas and Lori Parkinson</p> <p><u>Director:</u> Michelle Conners <u>Assistant Director:</u> Allison Atkins (not present)</p> <p><u>Friends of the Library:</u> Donna Gomez - absent – Michelle Conners providing the update to the BOT</p> <p>Also in attendance were the 3 candidates for open BOT positions – Linda DeFelice, Linda Miller-Cleary and Robert Fiore</p>
<u>2. Review of Agenda</u>		No additions or changes were needed.
<u>3. Review & Accept Minutes of April 30, 2019 BOT meeting</u>	DS/PD	The motion to approve the minutes of the April 30, 2019 BOT meeting was made, seconded and passed unanimously.
<u>4. Acceptance of Submitted Reports</u> May Director's Report Facilities Committee (not included) PR&D Committee 5/16/19 Finance Committee 5/14/19 G&P Committee 5/14/19 Financial Summary thru April, 2019 – dated 4/30/19 Road Race May, 2019	MT/LS	<p>Submitted reports approved as written.</p> <p>Comments: Louise noted that the children's programs were well attended.</p> <p>Michelle commented that the Road Race was going well. Paul and Henry applauded the efforts of Michelle, Allison and the library staff for all of the enormous amount of work that they have done. In addition, Karen Plattes has also been a key resource.</p> <p>Rosemary updated the group on the PR&E and that we are looking to combine the Yard Sale on 8/24 with an Art Sale. Madeleine encouraged the BOT to solicit local artists for possible donations.</p>
<u>5. Report from Friends of the Library</u>		Update provided by Michelle Conners for Donna Gomez.

		<p>Bake Sale, Book Sale and Faerie Festival that was held Saturday, May 4 – was successful, netting \$1200.</p> <p>The next event for Friends is the Blueberry Festival Book Sale on 7/27.</p>
<u>6. Old Business</u>	AB/RD	Patron Policy Draft II approved.
<u>7. New Business</u>	LS/AB	<p>Three resumes for potential new BOT members were included in the May Board Packet – Linda DeFelice, Linda Miller-Cleary and Robert Fiore. These candidates are being reviewed for the 3 openings. In addition, Jolene’s departure has created a 4th open position.</p> <p>By-Laws of the Kennebunk Free Library Association were reviewed and approved in the last BOT meeting and Michelle has requested that each committee review them at their June meeting. Paul Dest requested that Michelle email the final by-laws to the BOT for this exercise (how their committee fits into the by-laws). Committee chair to prepare a short update for the next BOT meeting.</p> <p>Michelle will be out to attend a Leadership For Non-Profits Conference. Kudos to Michelle since this is a very competitive event to be invited to.</p> <p>Michelle requested that due to her time constraints this month that the committee chairs develop and distribute agendas for their June committee meetings.</p>
<u>8. Strategic Plan</u>		<p>Dan R inquired about the ability to print the Strategic Plan and others agreed that it is difficult. Michelle offered to assist BOT members to print their sections etc. Document works better as a visual.</p> <p>The BOT has agreed that they are very interested in being updated on the Town of Kennebunk’s Comprehensive Plan and progress. Michelle to organize and to add time to either the June G&P or Finance meetings and invite all BOT members to attend.</p>
<u>9. Announcements & Other Business</u>		<p>Michelle distributed flyers for BOT to post about town for the Road Race. Michelle to send an email with the names of the businesses for each BOT member to use.</p> <p>Louise inquired about the Annual Appeal and is</p>

		there a need for more calls to donors. Michelle will reach out to the BOT in a few weeks as more donations come in.
<u>10. Executive Session</u>		Discussed the 3 potential candidates for the Board. In June we will vote and their terms will start on July 1, 2019 if approved. Please review their resumes by the June meeting.
<u>11. Adjournment</u>	PD/LS	The motion to adjourn was made, seconded and unanimously passed. The meeting adjourned at 7:42 PM
<u>12. Key Dates</u>		<p>June 11 – Finance – 7:00 pm June 12 – G&P – 3:00 pm June 12 – Facilities – 4:00 pm June 13 – PR&E - 4:00 pm</p> <p>June 23 Sea Dogs Game – KFL community table July 12 – Road Race – 22nd Edition July 27 – Blueberry Festival Book Sale August 24 – KFL Yard and Art Sale</p> <p>Next BOT Meeting June 25, 2019 7:00 PM</p>

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