

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

June 30, 2020

<u>Item</u>	<u>People</u>	<u>Action</u>
<u>Call to Order</u>	LL	The Virtual Meeting via Zoom was called to order at 4:30 PM
1. <u>Roll Call and Welcome</u>	LL	<p><u>Trustees Present:</u> Henry Bourgeois, Anne Bertucci, Ruth Dater, Linda DeFelice, Rosemary Lavoie, Linda Lucas, Linda Miller Cleary, Lori Parkinson, Dan Riggall, Louise Sandmeyer and Adelaide Taylor</p> <p><u>Trustees Not Present:</u> Paul Dest, Bob Fiore and Dan Stoddard</p> <p><u>Director:</u> Michelle Connors</p> <p><u>Assistant Director:</u> Allison Atkins</p> <p><u>Special Guest:</u> Francois Maudave</p> <p><u>Friends of the Library:</u> Risa Oganessoff</p>
<u>2. Review of Agenda</u>		No additions or changes were needed.
<u>3. Review & Accept Minutes of May 26, 2020 meeting</u>	LS/LD	The motion to approve the minutes of the May 26, 2020 Zoom BOT meeting was made, seconded and passed unanimously.
<u>4. Acceptance of Submitted Reports</u> June Director's Report Financial Summary through May 31, 2020 Development Committee Minutes from June 9, 2020 Finance Committee Minutes from June 9, 2020 Facilities Committee Minutes from June 10, 2020 PR&E Committee Minutes from June 11, 2020	HB/LD	<p>Submitted reports approved as written.</p> <p><u>Comments:</u> Dan Riggall asked Michelle about the annual report since the financials closed for the year on June 30. Michelle will be pulling this information together and will provide to the BOT in the fall.</p> <p>Linda Lucas recognized the Finance Committee for their work on anticipating what the future might bring in a prolonged pandemic situation – difficult to do but the planning through different scenarios is important.</p> <p>Linda DeFelice suggested we all sign-up for Beanstack – www.beanstack.com – where you can participate in the Summer Reading Program.</p> <p>Special thanks to Leroy who is getting a lot done while the library is not occupied.</p>

		Michelle noted that KFL is using the grant for ordering more books on diversity which are critical for moving forward to understand and to educated on current events.
<u>5. Report from Friends of the Library</u>		Risa Oganessoff checked in for the Friends. She stated that the Friends group is working on how to stay active and relevant during the pandemic. They have attended webinars, listened to other approaches that libraries are adopting and reviewing several creative ideas. Risa noted that one library is posted a daily poem. Friends will be ordering one of the 2 Maine Bi-Centennial flag designs and possibly even both coordinating with Michelle. Linda Lucas commented how the BOT and staff are very thankful and appreciative of everything Friends is doing, for their commitment to stay in touch and to communicate with other libraries.
<u>6. Old Business</u> March Madness		<p>Rosemary noted that she and Michelle worked together to make the calls to the winners of the March Madness "raffle baskets" and the Dahlov Ipcar Sea Bag and books. Winners were given the opportunity to decline if they wanted to, although none did and we thanked them for their patronage and support. Prized will be picked up curbside.</p> <p>Due to the pandemic and the need for social distancing, most of the PR&E events are being canceled for the rest of the year.</p> <p>We are still planning to have the Wreath Sale since it is a highly profitable fund raiser for the library and it can be accomplished with social distancing.</p> <p>In addition, continuing to stay connected to Rachel Walls and reviewing online possibilities for events on the life and artwork of Dahlov Ipcar.</p>
<u>7. New Business</u>		Dan Riggall asked Francois Maudave if he had any observations that he wanted to share – Francois noted that he will looking forward to the opportunity to be on the BOT. Dan R noted that Francois' skills, talents and experiences will be valuable additions to the BOT.
<u>8. Strategic Plan</u>		Committee chairs should continue to provide updates to Michelle so that she can update the spreadsheet.

		<p>Linda provided a summary/discussion that the work was progressing.</p> <p>Linda requested that chairs review the by-laws that relate to their committees</p> <p>Dan Stoddard and Paul Dest were absent and not able to provide updates</p>
<p><u>9. Announcements & Other Business</u></p>		<p>Michelle informed the BOT that Susan Mirisola will be leaving the library after 25 amazing years of service. The Library Staff will be doing a Zoom good-bye to celebrate all of her contributions. Michelle will provide the BOT Susan's email so that we can all send a thank you and a few special words, recognizing, acknowledging and appreciating her service and commitment. Louise asked the question if everything was okay with Susan and it seems that things are okay and that her departure is based on "it is time for a change and to now do some other things".</p> <p>Linda L asked Adelaide to communicate to the group and to Michelle, the exciting news where the BOT has nominated Michelle as a candidate to win the Maine Business Women to Watch Award. Adelaide did a fantastic job on pulling this all together and wrote up and submitted a wonderful and impressive nomination – highlighting so very many of Michelle's positive attributes and contributions. We should find out in August and Adelaide will communicate the voting process to the BOT.</p> <p>Michelle was very excited and extremely gracious to learn of this and said how much the nomination means to her.</p>
<p><u>10. Executive Session</u></p>	<p>DR/LD LL/LS</p>	<p>Michelle, Allison and Francois were asked to leave the meeting. Dan Riggall explained to the BOT how the nomination process works. Committee Chairs are not voted on while the Officers and new BOT members are voted on. The Nominations Committee reviews the Officer nominations as well as the Committee chairs, has discussion with the Director, with the Director's input being very important. The Director needs to feel assured of a good fit and confident of developing a strong working relationship. For BOT members, the Nominations Committee is looking to fill open positions from a pool of strong candidates, bringing forward individuals that have specific skills and talents that they will bring to the BOT.</p>

		<p>Approved: New BOT Member – term 7/1/20 – 6/30/23 Francois Maudave</p> <p>Officers Rosemary R Lavoie, President Dan Riggall – Vice President San Stoddard – Treasurer Linda DeFelice – Recorder</p> <p>Committee Chairs Development – Dan Stoddard Finance – Dan Stoddard Facilities – Adelaide Taylor G&P – Louise Sandmeyer PR&E – Lori Parkinson Nominations – Dan Riggall</p> <p>Returning Members – 2nd Term Ruth Dater Rosemary Lavoie Louise Sandmeyer</p>
<p><u>11. Adjournment</u></p>	<p>LS/LD</p>	<p>The motion to adjourn was made and was unanimously passed. The meeting adjourned at 5:20 PM</p>
<p><u>12. Key Dates</u></p>		<p>Upcoming Meetings – Zoom Links Will Be Sent Out July 8 – Facilities 4:00 PM July 9 – PR&E 11:00 AM July 14 – Development 5:00 PM July 14 – Finance 6:00 PM July 15 - G&P 3:00 PM</p> <p>Save the Dates! July 10 – 23rd Edition Road Race (virtual race)</p>

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