

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

May 26, 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 4:32 PM
1. <u>Roll Call and Welcome</u>	LL	<p><u>Trustees Present:</u> Henry Bourgeois, Anne Bertucci, Ruth Dater, Linda DeFelice, Paul Dest, Linda Lucas, Linda Miller Cleary, Lori Parkinson, Dan Riggall, Louise Sandmeyer, Dan Stoddard and Adelaide Taylor</p> <p><u>Trustees Not Present:</u> Bob Fiore, Rosemary Lavoie</p> <p><u>Director:</u> Michelle Conners</p> <p><u>Assistant Director:</u> Allison Atkins</p> <p><u>Friends of the Library:</u> Deb Redding-Sampson</p>
<u>2. Review of Agenda</u>		No additions or changes were needed.
<u>3. Review &amp; Accept Minutes of April 28, 2020 meeting</u>	HB/MT	The motion to approve the minutes of the April 28, 2020 BOT meeting was made, seconded and passed unanimously.
<u>4. Acceptance of Submitted Reports</u>  May Director's Report  Financial Summary through April 30, 2020  G&P Committee Minutes from May 20, 2020  PR&E Committee Minutes from May 14, 2020	RD/LP	<p>Submitted reports approved as written.</p> <p><u>Comments:</u> The following comments appear in the Minutes of April 28; they were essentially repeated at today's meeting. "First and foremost a huge shout out and kudos to Michelle, Allison and the entire library staff. They have been absolutely amazing during this very difficult time. They have demonstrated a high level of creativity, have put forth very exciting programs and also special thanks for their incredible commitment to the library, the patrons, the Board, the community and to each other. The Board cannot thank them enough and marvel at how gracious and flexible they have been while staying very well educated and informed of the state, federal and CDC guidelines. A special thank you for the all of the effort and hours that were put forth to ensure that KFL was able to take advantage of the funds available from the government CARES to assist during the COVID19 pandemic."</p>

<p><u>5. Report from Friends of the Library</u></p>		<p>Deb Redding-Sampson checked in from the Friends. She had no report but wanted to add that the Friends also deeply appreciate the work of Michelle and the staff.</p>
<p><u>6. Old Business</u>  Book Drop Schedule &amp; Process  March Madness  Nominating Committee</p>		<p>Michelle reported that the book drop schedule and process were going well. Regarding March Madness, some items in the baskets are now out of date. Others maybe offered as is to people with the highest bid. Michelle plans to review this and will nupdate the BOT.  Dan Rigall reports that the Nominating Committee will be conducting a new trustee interview on Friday, May 29. Trustees will be supplied with any needed materials before the June BOT meeting.</p>
<p><u>7. New Business</u>  Emergency Policy  Pandemic Patron Code of Conduct  Addendum</p>	<p>LS/PD</p>	<p>A motion was made to accept these policies. It was seconded and passed unanimously.  Emergency Policy: Trustees reviewed the draft of this policy dated May 18, 2020. The final version of it will be put on the KFL website.  Pandemic Patron Code: Trustees reviewed this draft policy dated May 18, 2020. Louise wanted to ensure that library privileges would be removed for noncompliance. Lori suggests that a supply of masks be on hand to give to patrons. Mary Frances Smith (former trustee) may be a good resource for this. Adelaide will check with non-profits regarding mask supplies. Deb will ask Friends if they can sew and donate masks. Madeleine pointed out that masks cannot be re-used. Michelle will search out options to supply masks. She has already received a \$100 donation specifically for masks. Possibly a donation box will be at the library to collect money for masks and other protective equipment. Will children under five be required to wear a mask? This has yet to be decided.</p>
<p><u>8. Strategic Plan</u></p>		<p>Committee chairs should provide updates to Michelle so that she can update the spreadsheet.   A Strategic plan discussion/update is planned for the June 30 BOT meeting.</p>
<p><u>9. Announcements &amp; Other Business</u>  Leftover Funds from PPP  BOT Volunteers</p>	<p>LS/LDF</p>	<p>PPP: Michelle predicts that approximately \$10,000 will remain from the amount received to cover staff salaries. This money can be used to award staff bonuses. Michelle did not wish to receive one but Paul said that she should receive one. A motion to</p>

		that effect was made, seconded, and was passed unanimously. BOT Volunteers: Michelle reported that trustee volunteers may be needed to help with some upcoming tasks. Possibilities include: signing up for the road race, contributing a gift certificate to the road race, staffing doors to regulate patron traffic when the library re-opens, and calling people who donated to the annual appeal. Michelle is also considering adding home delivery, or at least resuming it for people who received home deliveries previously This would have to be done by volunteers, either Friends or Trustees, and would not resume until after curbside pick up is implemented. Michelle will create a form to send to trustees for instructions and sign ups for various tasks as they arise.
<u>10. Executive Session</u>		NA
<u>11. Adjournment</u>	PD	The motion to adjourn was made and was unanimously passed. The meeting adjourned at 5:20 PM
<u>12. Key Dates</u>		<p><b>Upcoming Meetings – Zoom Links Will Be Sent Out</b></p> <p>June 9 – Development 5:00 PM  June 9 – Finance 6:00 PM  June 10 – Facilities 4:00 PM  June 11 – PR&amp;E 11:00 AM  June 17 G&amp;P 3:00 PM  June 30 Board of Trustees Meeting – 4:30 PM</p> <p><b>Save the Dates!</b></p> <p>July 10 – 23<sup>rd</sup> Edition Road Race (moved to virtual race)</p>

Respectfully submitted,  
Linda Lucas, President pro tempore  
Kennebunk Free Library Board of Trustees