

KENNEBUNK FREE LIBRARY
BOARD OF TRUSTEES - MEETING MINUTES
March 27, 2018 --DRAFT

<u>Item</u>	<u>People</u>	<u>Action</u>
<u>Call to Order</u>	KP	The meeting was called to order at 7 pm.
<u>1. Roll Call and Welcome Visitors</u>		<p><u>Trustees Present:</u> Ruth Dater, Paul Dest, Marka Larrabee, Rosemary Lavoie, Linda Lucas, Karen Plattes, Dan Riggall, Louise Sandmeyer, Maryfrances Smith, Dan Stoddard</p> <p><u>Trustees Not Present:</u> Henry Bourgeois</p> <p><u>Director:</u> Michelle Conners <u>Assistant Director:</u> Allison Atkins <u>Friends of the Library:</u> <u>Guests:</u> Anne Bertucci, Jolene Staruch, Madeleine Tunison</p>
<u>2. Review of Agenda</u>		No additions or changes were needed.
<u>3. Review & Accept Minutes of February 27, 2018 Meeting</u>	PD/ RL	The motion to approve the minutes of February 27, 2018 was made, seconded, and passed unanimously, with abstentions from Karen and Louise.
<u>4. Acceptance of Submitted Reports</u> <ul style="list-style-type: none"> • Director's Report • Financial Summary 2/28/18 • G & P Committee Strategic Planning Notes Feb-March 2018 • Road Race Report February 2018 	ML/ MS	<p>The motion to accept the reports was made, seconded and passed unanimously, with the following comments:</p> <p><u>Director's Report:</u> Three people attending a couple of programs are not the same three people. Larry Dwight's well-received presentation on the blizzard was given in appropriate weather with attendance of around 30 people. The needle felting class is very popular and will be scheduled again. Currently, there is a waiting list.</p> <p><u>Financial Summary:</u> Arrows pointing up mean "it's good." Arrows pointing down mean, "it's bad." KFL is in good financial shape.</p> <p><u>G&P:</u> Karen gave a quick summary of progress on strategic planning to date. Two focus groups have been held; one with staff and other with former trustees and friends. A third with patrons and friends is scheduled for April 11. A number of trustees, staff and Scott Schnapp from Starboard Consulting have conducted individual interviews with town leaders; there are more of these to come. Within the next few weeks, G&P, working with Starboard, will finalize the online survey that will be made available. So far, data gathered has been rich in suggestions as well as praise of KFL. Starboard will synthesize data and present trends at the BOT retreat scheduled for May 21.</p>

		<p><u>Road Race</u>: Dan S asked if we should be nervous because commitments seems to be lower than they were at this time last year. Michelle reports that publicity is going out as usual and that if sign ups and donations are somewhat flat, we don't need to worry until May. Marka spoke to people at the Brick Store Museum who suggested that the finish line be relocated because there is too much traffic at what has been the finish line up to now. Michelle reported that this is being looked at.</p>
<p><u>5. Report from Friends of the Library</u></p>		<p>Michelle reported that there is a Friends meeting at 6 pm on April 2. April 13 is Volunteer Appreciation Day, from 4:30-6pm. She passed around a sign-up sheet for trustees to indicate what they will bring for appetizers.</p>
<p><u>6. Old Business</u></p>		<p>None.</p>
<p><u>7. New Business</u></p> <ul style="list-style-type: none"> • Trustee nomination files 		<p>Karen welcomed and introduced the three visitors, who have applied to become trustees. Trustees introduced themselves and each visitor was asked to say a little bit about themselves.</p> <p>The KFL by-laws indicate that if all applicants are accepted and begin as trustees immediately, their three year "official term" still begins on July 1. Dan S thinks that staggered terms would be better for the sake of continuity.</p> <p>Karen said that the BOT will need to recruit two additional members in June when her and Marka's terms are up.</p>
<p><u>8. Strategic Plan</u></p>		<p>Most of the information was covered in the G&P discussion, and this approach will continue into the future. The Strategic Plan agenda item will remain and will be used to address related items that may not be addressed in or by G&P.</p>
<p><u>9. Announcements & Other Business</u></p> <ul style="list-style-type: none"> • Annual Appeal Mailing • Hope Cemetery Reception • Fundraiser Updates 		<p>Michelle reports that things are being readied to begin the Annual Appeal and that trustees will hear from her soon regarding help needed with folding, stuffing, etc.</p> <p>There is a reception at KFL on March 29 from 5:30-7 pm to share information and generate support to preserve the open space in Hope Cemetery. Paul encouraged all trustees to attend.</p> <p>Regarding fundraiser updates, the Pi Day Sale generated \$294. Currently the March Madness basket sale has generated about \$500, but not all bids are in yet.</p> <p>On April 13 there is a "Fundraising is More Than Money" presentation by Penny Harris of Renewable Philanthropy. It will be held at Sweetser 43 Industrial Road in Saco from 8:30-11:30 am.</p>

		Michelle will send out information and anyone who wants to go should let her know. Linda Lucas indicated interested. KFL can pay for one person to go.
<u>10. Executive Session</u> <ul style="list-style-type: none"> To discuss trustee nominations 	LL/ PD	Karen called the Executive Session to order at 7:34 pm. The trustees discussed trustee nominations. The motion to vote on all three applications as a slate was made, seconded and passed unanimously. Dan R called the question and Louise seconded. Trustees voted to invite all three applicants to join the BOT. The group went out of Executive Session at 7:45 pm.
<u>11. Adjournment</u>	DR/ PD	The motion to adjourn was unanimously approved and the meeting adjourned at 7:45 pm.

Respectfully submitted,
 Linda Lucas
 Recorder, Kennebunk Free Library Board of Trustees