

KENNEBUNK FREE LIBRARY
BOARD OF TRUSTEES - MEETING MINUTES
May 30, 2017

<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> John Buraczynski, Henry Bourgeois, Pat Carls, Paul Dest, Risa Oganessoff Heersche, Ann Hibbard, Linda Lucas, Karen Plattes, Deborah Redding-Sampson, Dan Riggall, Joy Russo, Maryfrances Smith, Dan Stoddard</p> <p><u>Trustees Not Present:</u> Laura Curtis, Marka Larrabee</p> <p><u>Director:</u> Jill LeMay <u>Assistant Director:</u> Michelle Connors <u>Friends of the Library:</u> absent <u>Guests:</u> Teri Collard, Louise Sandmeyer, Ruth Dater</p>
<u>2. Review of Agenda</u>		The Road Race discussion was moved to the first place under Submitted Reports Section.
<u>3. Review & Accept Minutes of Previous Month's Meeting</u>	ROH/ PD	The motion to accept the minutes of April 26, 2017 was unanimously approved, with two abstentions: Joy Russo and Linda Lucas.
<u>4. Acceptance of Submitted Reports</u> <ul style="list-style-type: none"> • Director's Report • Finance Committee Report 5.9.17 • Financial Summary 4.30.17 • G & P Committee Report 5.19.17, plus Before You Plan • Nominations Committee Report 5.30.17 • PR&D Committee Report 5.17.17 • Road Race Report May 2017 	DRS/ MS	<p>The motion to accept all reports was unanimously approved with comments and corrections noted.</p> <p><u>Director's Report:</u> 350 people attended the fairy festival. Many donations are coming in for the Annual Appeal. KFL staff are cleaning up old mailing lists. There are several first time donors.</p> <p><u>Finance:</u> Dan S pointed out that the 6% return is really good but he cautions that it could go down. Risa did an excellent job on the minutes. Debbie thanks the committee for the note about the Kennebunk Savings Reorganization.</p> <p><u>Financial Summary:</u> No comments or questions.</p> <p><u>G&P:</u> Linda requested that trustees read the <i>Before You Plan</i> article and respond to the five questions: 1. From your perspective, what should a successful planning process achieve? What will it need to have or have achieved for you to say that this was a success? 2. What kinds of guidance for the organization do you hope will emerge from this process? 3. What issues or questions do you want to make sure we address along the way? 4. Are there any issues that you hope we'll resolve as a result of our work? 5. Who do you want to make sure has</p>

		<p>been engaged in this process? Trustees are requested to email their responses and any other thoughts to Jill within a week.</p> <p><u>Nominations Committee</u>: report later in the meeting.</p> <p><u>PR&D</u>: No comments or questions.</p> <p><u>Road Race</u>: There are six new sponsors this year and twelve new raffle donators. There are currently 150 registrations, compared to 68 at the end of May 2016. Jill and Karen reworked the poster distribution so each packet would have about 25 posters. Teri and Karen updated lists. Trustees took packets to distribute. Jill requests that they be distributed within 10 days, and ask that any changes be noted on the lists and returned to her. Teri requests that before trustees distribute posters they review the KFL website to see who our donors are. If one of the donors is on your list, please acknowledge their donation when you drop off the poster at their place of business. Terri has worked on the Road Race for 15 years—thank you, Teri!</p>
<p><u>5. Report from Friends of the Library</u></p>		<p>No report this month.</p>
<p><u>6. Old Business</u> Special Collections Management Policy: Second Reading</p>	<p>HB/ JR</p>	<p>Jill reported that Laura reviewed the policy and made several suggestions. One photo from our archive was used on the new Lannigan Bridge so it was fortunate that we had the policy in hand. The motion to accept the Special Collections Management Policy passed unanimously.</p>
<p><u>7. New Business</u> Deed of Gift: First Reading</p> <p>Trustee Nomination Files</p> <p>FY18 Slate of Officers</p>		<p>The Deed of Gift is part of the Special Collections policy but it was not ready for First Reading at the April BOT meeting; hence, First Reading appears here. The policy concerns archival types of gifts. Laura reviewed the policy. The BOT will have Second Reading of this policy at the June meeting.</p> <p>Information about Ruth Dater and Louise Sandmeyer had been distributed to trustees electronically. Debbie explained the process to Ruth and Louise, saying that their applications would be discussed during Executive Session at this meeting, an electronic vote would be taken after the meeting, and the vote would be ratified at the June BOT meeting.</p> <p>Officer nominations for FY18 include: Karen Plattes, President; Henry Bourgeois, Vice President; Paul Dest, Treasurer; and Linda Lucas, Recorder. Other names can be put forward if people wish. An electronic vote will be taken and will be ratified at the June BOT meeting.</p>

<p>Employee Handbook Section 6. Holidays, and 36. Inclement Weather Days</p>	<p>DR/ PD</p>	<p>Jill requests that all committees schedule meetings in July and August, to which new trustees are invited. In September, committee membership will "jell."</p> <p><u>Regarding Section 6</u>, Jill suggested making Veteran's Day a floating holiday, giving her flexibility to create a longer holiday weekend during any particular year. For 2017, the Veteran's Day holiday will be taken on July 3, giving staff a long holiday weekend. There will be no cost to KFL with this change.</p> <p><u>Regarding Section 36</u>, Jill suggested changing the language so that if someone is out on a planned vacation day that becomes a "no work day" because of weather, that person will not be charged for the vacation day. Maryfrances thinks that employees should be able to have the day off without vacation being taken. Henry asked about town policy; Jill responded that the town never closes. Dan S. said there appeared to be no cost to the library. All agreed we should support this change for the benefit of staff morale. Although the Handbook is not policy, per se, and its contents do not require Board approval, Jill asked for a vote on these two changes just to make sure it's in the record. The motion to support changes in Sections 6 and 36 was unanimously approved.</p>
<p><u>8. Announcements & Other Business</u> Road Race Poster Distribution</p> <p>Thank you notes</p>		<p>All posters were distributed earlier during the meeting.</p> <p>A thank you note was received from David Cate, to acknowledge the KFL donation made to Dana Farber in Janet Cate's name.</p> <p>There was also a thank you note from the May Day Committee, thanking KFL for its participation.</p>
<p><u>9. Executive Session</u> Discuss Trustee Nominations</p>		<p>The motion to go into Executive Session was unanimously approved at 7:46 pm. The Board went out of Executive Session at 7:54 pm.</p>
<p><u>10. Adjournment</u></p>	<p>HB/ PD</p>	<p>The motion to adjourn was unanimously approved and the meeting adjourned at 7:54 pm.</p>

Respectfully submitted,
 Linda Lucas, Recorder, Kennebunk Free Library Board of Trustees
 Minutes unanimously approved at the June 27, 2017 BOT meeting