

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

Annual Meeting
September 25, 2018

<u>Item</u>	<u>People</u>	<u>Action</u>
<u>Call to Order</u>	HB	The meeting was called to order at 7:00 pm
1. <u>Roll Call and Welcome</u> 2. <u>Note – this meeting served a dual purpose – the September monthly meeting of the KFL-BOT as well as the KFL Annual Meeting</u>	HB	<u>Trustees Present:</u> Anne Bertucci, Henry Bourgeois, Paul Dest, Rosemary Lavoie, Linda Lucas, Lori Parkinson, Dan Riggall, Louise Sandmeyer, Jolene Staruch, Dan Stoddard, Madeleine Tunison <u>Trustees Not Present:</u> Ruth Dater, Carol Lambert <u>Director:</u> Michelle Connors <u>Assistant Director:</u> Allison Atkins <u>Friends of the Library:</u> Michelle Connors (providing an update for Donna Gomez) Note: there were no members of the general public that attended the Annual Meeting
<u>2. Review of Agenda</u>		No additions or changes were needed.
<u>3. Review & Accept Minutes of August 28, 2018 BOT meeting</u> Annual Appeal Donations Statistics Director’s Report – September Facilities Committee 9/12/18 Finance Committee 9/11/18 Financial Summary 8/31/18 G&P Committee 8/31/18 G&P Committee 9/17/18 PR&D Committee 9/13/18	LL/JS	The motion to approve the minutes of August 28, 2018 was made, seconded and passed unanimously. Henry thanked the staff and volunteers on the Annual Appeal work – stated that it was very well done, nice job! Michelle commented that the Retirement Plan is in place and that some employees had already enrolled/participated. The new Children’s Room shelving is in and we want to hold a recognition event to for those that contributed their time and energy to making this successful. Facilities Committee to decide on what to do to replace the tree that was cut down. We will inform the town of our intentions.
<u>5. Report from Friends of the Library</u> <ul style="list-style-type: none"> • Harvest Book Sale • Children’s Room Reception • Annual Meeting • Budget and Support 		Michelle provided an update for Donna. Harvestfest Book Sale 10/13/18 from 8:30 am – 1:00 pm. Looking for BOT members to volunteer – see Michelle to sign up if you were not able to sign up for a time slot at the BOT meeting.

		<p>Pending date for Children’s Room Reception to recognize those that were very involved in the new shelving – TBD.</p> <p>Open invitation to Nov 5 Friends Annual Meeting.</p> <p>Friends passed 2019 Budget and provided \$17,920.76 in library support for FY2018.</p> <p>Friends will vote on officers at the 11/5/18 meeting.</p>
<p><u>6. Old Business</u></p> <ul style="list-style-type: none"> Committee Membership 		<p><u>Facilities</u> – Chair – Paul; Members – Jolene, Dan R, Dan S., Anne</p> <p><u>Finance</u> – Chair - Dan S.; Members – Carol and Paul</p> <p><u>G&P</u> – Chair – Linda; Members – Jolene, Louise, Anne and Dan R.</p> <p><u>PR&D</u> – Chair – Rosemary; Members – Linda, Lori and Madeleine</p> <p>Michelle, Allison and Henry to participate in all committees</p> <p>Michelle to follow-up with Ruth Dater and Carol Lambert regarding committee assignments</p>
<p><u>7. New Business</u></p> <ul style="list-style-type: none"> Annual Meeting 		<p>This meeting served as the Annual Meeting of KFL</p>
<p><u>8. Strategic Plan</u></p>	<p>LS/AB</p>	<p>Reviewed Draft Mission and Draft Vision Comments – remove from Mission – <i>The mission of the</i> and in Vision replace the word <i>appreciated</i> with <i>valued</i></p> <p>A motion to accept the 5 Strategic Priorities strategic priorities was made, seconded and passed unanimously.</p> <p>Linda and Louise discussed with the BOT the process for the sub-committees as outlined in the G&P Sub-Committee report dated 9/17/18 – included in the Board Packet to review their assigned strategic priority – objectives, actions steps, outcomes. This will then ensure that the Strategic Plan has been acknowledged by the entire BOT as a true and broad representation of the direction we will embark upon.</p>

<p><u>9. Announcements & Other Business</u></p>		<p>Jon will hold an orientation session including Drop Box – it will be at the next BOT meeting starting at 6:30 pm on October 30.</p> <p>Michelle will add a QR code to the Wreath Flyers – Rosemary to send out to BOT “areas” in town for the flyers to be posted. BOT members can determine how many flyers they need and let Michelle know. She will print your copies and they can be picked up at the library – she will need to know how many you want before 10/5. Although questionable as to how many sales we get by posting the flyers, members of the BOT feel that it is good to have a presence in the town, especially in the downtown area.</p>
<p><u>10. Executive Session</u></p> <ul style="list-style-type: none"> • NA – not held 		
<p><u>11. Adjournment</u></p>		<p>The motion to adjourn was made, seconded and unanimously passed. The meeting adjourned at 7:52 pm.</p>

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