

**KENNEBUNK FREE LIBRARY
BOARD OF TRUSTEES - MEETING MINUTES
April 24, 2018**

<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> Ann Bertucci, Henry Bourgeois, Ruth Dater, Paul Dest, Linda Lucas, Karen Plattes, Dan Riggall, Jolene Staruch, Dan Stoddard, Madeleine Tunison</p> <p><u>Trustees Not Present:</u> Marka Larrabee, Rosemary Lavoie, Louise Sandmeyer, Maryfrances Smith</p> <p><u>Director:</u> Michelle Connors</p> <p><u>Assistant Director:</u> Allison Atkins</p> <p><u>Friends of the Library:</u> Donna Gomez</p> <p><u>Guests:</u> Carol Lambert</p>
<u>2. Review of Agenda</u>		No additions or changes were needed.
<u>3. Review & Accept Minutes of March 27, 2018 Meeting</u>	HB/ DR	The motion to approve the minutes of March 27, 2018 was made, seconded, and passed unanimously.
<u>4. Acceptance of Submitted Reports</u> <ul style="list-style-type: none"> • Director's Report • Facilities Committee 4/11/18 • Finance Committee 4/10/18 • Financial Summary 3/31/18 • G & P Committee Strategic Planning Notes 4/9/18 • G & P Environmental Scan • PR&D Committee 4/4/18 • Road Race Report April 201 	LL/ PD	<p>The motion to accept the reports was made, seconded and passed unanimously, with the following comments:</p> <p><u>Director's Report:</u> Good reorganization of plan to highlight community partnerships and collaboration.</p> <p><u>Finance:</u> The retirement plan should be finalized in May.</p> <p><u>G&P Environmental Scanning:</u> Linda encouraged all trustees to read this before the retreat on May 21</p>
<u>5. Report from Friends of the Library</u> Book sign-up		<p>The Friends met on April 2. Donna reported that research was done by Joan Carol, Dee Dee Harrington and Peg Nelson on how to generate more "business;" sponsor a program, underwrite a program, etc. The group is always looking at ways to increase membership. One plan for the summer is to bring "beach read" books to the beach. The book sale scheduled for May 5 needs help; Michelle passed a sign up sheet. Donna reports that Friends also need help in the storage room, which is bursting. Directions are there for how to pack up</p> <p>books and send them to Better World Books. There may be 16 boxes to send. On May 7 from 5-7 pm there will be a book sorting party. All books written</p>

		before 2010 will be pulled and sent out. We need to make room for all the 2015-2016 books that are being donated. Attendance at the volunteer appreciation event was a bit lower than expected. The room set up and goodies were great and the volunteers appreciated the gift bags. The next Friends meeting is in September, date TBD. Donna reports that Friends groups seem to be going away; libraries are having a harder time attracting volunteers. She reports that long time KFL volunteer Laura Klein will be relocating to California.
<u>6. Old Business</u>		Michelle drew the group's attention to the new organizational chart, the trustee list, and the list of committee members. Please let her know if there are any errors.
<u>7. New Business</u> • Trustee nomination files		Karen explained the new trustee nomination process to Carol Lambert.
<u>8. Strategic Plan</u> Board Retreat		The BOT will meet from 3-8 pm on Monday, May 21 at Kennebunk Conservation Trust, 57 Gravelly Brooks Road, Kennebunkport for its strategic planning retreat. To date, it looks like all trustees will be attending.
<u>9. Announcements & Other Business</u> • Fundraising is More Than Money • Annual appeal letters went out today • Faerie Fest and the Parade need help • Card to family of Jeffrey Cole • Road Race flyers will be available for distribution soon • Review "Meeting box" on agenda; many meetings coming up • Certificate from Earth Day Celebration		<p>Linda and Allison attended the Fundraising is More than Money workshop. Key takeaways from Linda: 1) Familiarity with fundraising increases one's comfort level. 2) It's not about the money, it's about the relationship. 3) Trustees play a key role. Suggestion: Trustees call to thank major donors to the annual appeal. This suggestion was met with enthusiasm from those present. Ann suggested that trustees call donors at high (\$250) levels but also donors who have given less. Michelle will monitor returns and we will proceed on this. Karen suggested writing out a short script for callers. Allison said her major takeaway from the workshop was that it's much easier to cultivate donor relationships with people who have already given as opposed to those who have never donated. It's not about "retention;" it's about "renewal."</p> <p>Michelle will send out an email detailing help she needs with Faerie Fest and the May Day Parade.</p> <p>Michelle sent a condolence card to the family of Jeffrey Cole, a former trustee and business colleague.</p> <p>Michelle said KFL received a certificate from the Earth Day Celebration; in particular, KFL was thanked for helping with window inserts.</p>

<u>10. Executive Session</u> <ul style="list-style-type: none">To discuss trustee nominations	DR/ PD	Karen called the Executive Session to order at 7:50 pm. The group unanimously approved Carol Lambert's application. The group went out of Executive Session at 7:54 pm.
<u>11. Adjournment</u>	JS/ RD	The motion to adjourn was made, seconded and unanimously passed. The meeting adjourned at 7:55 pm.

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