

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

January 29, 2019

<u>Item</u>	<u>People</u>	<u>Action</u>
<u>Call to Order</u>	HB	The meeting was called to order at 5:30 pm (meeting started earlier than normal due to weather issues)
<u>1. Roll Call and Welcome</u>	HB	<p><u>Trustees Present:</u> Anne Bertucci, Henry Bourgeois, Paul Dest, Rosemary Lavoie, Linda Lucas, Lori Parkinson, Dan Riggall, Louise Sandmeyer, Jolene Staruch, Madeleine Tunison</p> <p><u>Trustees Not Present:</u> Ruth Dater, Carol Lambert and Dan Stoddard</p> <p><u>Director:</u> Michelle Conners</p> <p><u>Assistant Director:</u> Allison Atkins</p> <p><u>Friends of the Library:</u> Donna Gomez - absent – Michelle Conners providing the update to the BOT</p>
<u>2. Review of Agenda</u>		No additions or changes were needed.
<u>3. Review & Accept Minutes of November 27, 2018 BOT meeting</u> January Director's Report Facilities Committee 1/9/19 PR&D Committee 12/13/18 PR&D Committee 1/17/19 Finance Committee 12/11/18 Finance Committee 1/8/19 G&P Committee 12/19/18 G&P Committee 1/16/19 Financial Summary thru 11/30/18 Financial Summary thru 12/31/18	LL/AB with committee reports accepted by DR/JS	<p>The motion to approve the minutes of the November 27, 2018 BOT meeting was made, seconded and passed unanimously.</p> <p>Michelle commented that all books have been moved in the library for better access (some based on feedback from patrons). Great work by all and the project has been successfully completed. She also updated the BOT that the light project will start on 2/5.</p> <p>Budget meeting with the Town is this week and Michelle will represent KFL. A good showing of BOT members will also be there.</p> <p>Michelle updated the BOT that we have changed/updated our timer organization for the Road Race which will now have better online capabilities. She also mentioned that sponsors are coming and work is being done to confirm sponsors.</p>

		<p>Anne Bertucci asked how many runners registered in 2018 and Michelle said that we had between 450-500.</p> <p>Madeleine Tunison asked about the budget for new books and this detailed information is in the spiral bound audit notebook.</p> <p>Louise noted a typo in Paul's notes that the start time and end time were the same.</p>
<p><u>5. Report from Friends of the Library</u></p> <ul style="list-style-type: none"> • Book Sales 		<p>Update provided by Michelle Conners for Donna Gomez.</p> <p>Next book sale to be held Saturday February 2, with a pre-sale the night before. A few volunteers are still needed on Friday, Feb.1 to assist with the set up.</p>
<p><u>6. Old Business</u></p> <ul style="list-style-type: none"> • 		NA
<p><u>7. New Business</u></p>	JS/LP	<p>Paul Dest is the acting treasurer for Dan Stoddard and provided the BOT with a copy of the audit work and gave an overview of the findings – overall positive results. The BOT unanimously approved the review.</p>
<p><u>8. Strategic Plan</u></p>	LS/DR	<p>Jolene updated the BOT regarding the communication to the public on the new strategic plan. We have completed the strategic plan and it is in a notebook folder for the public and in addition there is a staff and BOT working document version that is in a spiral bound notebook.</p> <p>The Board approved both versions of the Strategic Plan.</p> <p>A tri-fold brochure has also been developed which is a summary of the plan and it can be mailed or picked up at the library. The library version of</p>

	<p>the tri-fold has a list of programs on the back.</p> <p>Please note: the BOT has not approved the tri-fold – this is to be done at a later date.</p>
<p><u>9. Announcements & Other Business</u></p>	<p>KFL Art Auction – online this year – ended on January 26. Anticipate the final tally to be between \$800-\$900. About 35 patrons attended the wine and cheese party on opening night. What was bid on will be closed out with a plan of keeping the online auction up for at least another month to for any additional sales. The art work has been removed from the walls in Hank’s room due to imminent new artist display.</p> <p>Request made by Rosemary and Michelle for BOT members to consider making a donation of a “pie” to the March 14 Pi Day sale.</p> <p>Michelle and Rosemary also reviewed the upcoming March Madness Basket Raffle Silent Auction. Board members were asked to craft a theme basket or to bring in new or lightly used items and the library staff will create raffle baskets for the auction. Due date is next BOT meeting on 2/26.</p> <p>Henry asked the BOT to think about potential new board members and that the nominating committee consisted of Dan S., Dan R. and Henry. Louise and Madeleine volunteered to join this committee. Henry to convene this group.</p> <p>Michelle updated the BOT on the status of the Elmina B. Sewall Foundation and the \$15,000 grant that we have received and the need to re-apply.</p>

<u>10. Executive Session</u>		This session was held to review KFL Director's Performance and Pay.
<u>11. Adjournment</u> <u>Key Dates</u>		The motion to adjourn was made, seconded and unanimously passed. The meeting adjourned at 6:38 PM Budget Presentation with Town Hall – 1/31 February 2 – Book Sale 8:30 AM – 1:00 PM March 4 – 29 March Madness Raffle Basket Silent Auction March 14 – Pi Day (3.14) June 23 Sea Dogs Game – KFL has the community table July 12 – Road Race – 22 nd Edition Next BOT Meeting February 26

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