

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

October 30, 2018

<u>Item</u>	<u>People</u>	<u>Action</u>
<u>Call to Order</u>	HB	The meeting was called to order at 7:01 pm
1. <u>Roll Call and Welcome</u>	HB	<p><u>Trustees Present:</u> Anne Bertucci, Henry Bourgeois, Ruth Dater, Paul Dest, Carol Lambert, Rosemary Lavoie, Lori Parkinson, Dan Riggall, Louise Sandmeyer, Jolene Staruch, Dan Stoddard, Madeleine Tunison</p> <p><u>Trustees Not Present:</u> Linda Lucas</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</p>
<u>2. Review of Agenda</u>		No additions or changes were needed.
<u>3. Review &amp; Accept Minutes of September 25, 2018 BOT meeting</u>  Director's Report  Facilities Committee 10/10/18  Finance Committee 10/9/18  Financial Summary 9/30/18	CL/PD with committee reports accepted by DS/PD	<p>The motion to approve the minutes of the September 25, 2018 BOT meeting was made, seconded and passed unanimously. Louise did note that a change to the minutes needed to made – to update Karen to Linda (Rosemary's error). Notes have been corrected and forwarded to Michelle.</p> <p>Michelle noted that there is an open library position.</p> <p>Michelle commented that there was KFL representation at the service for Larry Dwight, a key supporter and legacy contributor, who recently passed away.</p> <p>The new Children's Room shelving project is complete and there will be a recognition event on November 19 from 4-6:00 pm for the Harringtons and for all others that contributed their time and energy to making this successful.</p>
<u>5. Report from Friends of the Library</u> <ul style="list-style-type: none"> <li>• Book Sales</li> <li>• Children's Room Reception</li> <li>• Annual Meeting</li> <li>• Annual enrollment</li> </ul>		<p>Update provided by Donna.</p> <p>Next book sale to be held after the holidays – plan right now is February with a pre-sale the night before. Volunteers are needed to help sort books. We have about 12 boxes of books that we can send to Better World but will wait until we have 16 to make it worth our while.</p> <p>Annual meeting to be held November 5 at 6:00 pm and to include the election of officers. Vice President and Secretary are still open positions.</p> <p>November 19 from 4 – 6:00 pm is the date for the</p>

		<p>Children’s Room Reception to recognize those that were very involved in the new shelving.</p> <p>Annual enrollment and renewal time for Friends – Donna passed out the new brochure. If you join now it includes the months of November and December.</p>
<p><u>6. Old Business</u></p> <ul style="list-style-type: none"> <li>• Committee Membership</li> </ul>		Michelle passed out the KFL Committee Listing for 2019 with BOT assignments.
<p><u>7. New Business</u></p>		No agenda item for this category
<p><u>8. Strategic Plan</u></p>	LS/AB	<p>Strategic Priority #1 was previously approved during the October BOT meeting.</p> <p>Rosemary asked if we had reviewed the previous strategic plan and Louise stated that this was done.</p> <p>Committees had met in the month of October to review their assigned strategic priority.</p> <p>Strategic Priority #2 and #4 still need work so they will be brought back to the November meeting.</p> <p>Strategic Priorities #3 and #5 were reviewed and approved.</p> <p>Michelle requested that if anyone has any pictures or images that they think would be relevant to include in the new Strategic Plan to please send them to her.</p> <p>Henry thanked all of the BOT members for their hard work but especially to the members of G&amp;P and a shout out to Linda Lucas for her substantial contributions.</p> <p>The November 27 BOT Meeting will be used to approve the KFL Strategic Plan.</p>
<p><u>9. Announcements &amp; Other Business</u></p>		<p>Rosemary updated the BOT on the Wreath Sale Fund Raiser. Although only 35 sales to date the profit to the library was slightly higher than last year at this time. Still need a big push to finish strong and to at least sell as many as we did last year (198).</p> <p>Sale closes on November 12.</p> <p>Wreath distribution schedule was passed out by Michelle for BOT members to sign up for a time slot on Saturday, November 17.</p>

		Michelle also requested that BOT members bring in a \$20 gift card to a local store at the November BOT meeting – the cards are used in the annual library staff holiday gift swap.
<u>10. Executive Session</u>		This session was not held.
<u>11. Adjournment</u>		The motion to adjourn was made, seconded and unanimously passed. The meeting adjourned at 7:54 pm.

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