

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

November 27, 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>	HB	<u>Trustees Present:</u> Anne Bertucci, Henry Bourgeois, Ruth Dater, Paul Dest, Carol Lambert, Rosemary Lavoie, Linda Lucas, Lori Parkinson, Dan Riggall, Louise Sandmeyer, Jolene Staruch, Dan Stoddard, Madeleine Tunison <u>Trustees Not Present:</u> NA <u>Director:</u> Michelle Connors <u>Assistant Director:</u> Allison Atkins <u>Friends of the Library:</u> Donna Gomez
<u>2. Review of Agenda</u>		No additions or changes were needed.
<u>3. Review &amp; Accept Minutes of October 30, 2018 BOT meeting</u>  November Director's Report  Facilities Committee 11/14/18  PR&D Committee 11/14/18  Finance Committee 11/13/18  G&P Committee 11/20/18  November Financial Summary	PD/AB with committee reports accepted by DR/MT	The motion to approve the minutes of the October 30, BOT meeting was made, seconded and passed unanimously.  Michelle commented that the Friends have approved the purchase of a telescope. Training for library staff so that they can teach patrons. The telescope will be able to be checked out. Great gift from the Friends and the York Library states that theirs has been very well received by the public.  The new Children's Room shelving project reception was held 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. Favorite books coloring sheet was a big hit. Event went very well.  Michelle updated the BOT that the library is at full staffing with the addition of Robin Coleman (shelver position) and Denise Dion.
<u>5. Report from Friends of the Library</u>  • Book Sales • Annual meeting • Annual enrollment		Update provided by Donna.  Next book sale to be held Saturday February 2. Volunteers are needed to help sort books.

		<p>Annual meeting was held on November 5 for Friends of KFL – about 15 people attended. For 2019 Deb Sampson is President, Susan Patterson Vice President, Donna Gomez, liaison with the recorder position rotating. A strong bond between Friends and BOT is critical to the success of the library.</p> <p>Annual enrollment and renewal time for Friends was held late in the fall – there are now about 64 Friends.</p>
<u>6. Old Business</u>		NA
<u>7. New Business</u>		Budget Full Year Review and through 2020 for long range planning (provided by Michelle)
<u>8. Strategic Plan</u>	DS/PD	<p>3 out of the 5 Strategic Priorities y were previously approved during the October BOT meeting.</p> <p>Strategic Priorities 2 and 4 approved during this meeting. Strategic Priority # 4 moved to #1 due to serving customers.</p> <p>Dan S and Henry discussed the need to include in the Strategic Plan a bullet to take a new bolder approach with fund-raising through building long term relationships with community members to grow revenue (higher annual appeal donations, endowments, bequeathments).</p> <p>Strategic Plan approved at this meeting.</p>
<u>9. Announcements &amp; Other Business</u>		KFL Art Auction – online this year – starting on January 9 and going through January 26. Wine and cheese provided by PR&D on opening night from 5-7:00 pm.
<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 8:09 PM

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