

**KENNEBUNK FREE LIBRARY  
BOARD OF TRUSTEES - MEETING MINUTES  
June 26, 2018**

| <u>Item</u>  | <u>People</u> | <u>Action</u>   |
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| <u>Call to Order</u>   | KP            | The meeting was called to order at 7:03 pm.   |
| <u>1. Roll Call and Welcome Visitors</u>   |               | <u>Trustees Present:</u> Ann Bertucci, Henry Bourgeois, Marka Larrabee, Carol Lambert, Linda Lucas, Karen Plattes, Dan Riggall, Louise Sandmeyer, Maryfrances Smith, Jolene Staruch, Madeleine Tunison<br><u>Trustees Not Present:</u> Ruth Dater, Paul Dest, Rosemary Lavoie, Dan Stoddard<br><u>Director:</u> Michelle Connors<br><u>Assistant Director:</u> Allison Atkins<br><u>Friends of the Library:</u> Donna Gomez<br><u>Guests:</u> Lori Parkinson  |
| <u>2. Review of Agenda</u>   |               | No additions or changes were needed.  |
| <u>3. Review &amp; Accept Minutes of April 24 and May 21 meetings</u>  | JS/<br>ML     | The motion to approve the minutes of April 24, 2018 and May 21 was made, seconded and passed unanimously.   |
| <u>4. Acceptance of Submitted Reports</u><br><ul style="list-style-type: none"> <li>• Director's Report</li> <li>• Facilities Committee 5/9/18</li> <li>• Facilities Committee 6/6/18</li> <li>• Finance Committee 5/8/18</li> <li>• Finance Committee 6/12/18</li> <li>• Financial Summary 4/30/18</li> <li>• Financial Summary 5/31/18</li> <li>• G &amp; P Committee /Strategic Planning Notes 5/14/18</li> <li>• G &amp; P Committee/Strategic Planning Notes 6/13/18</li> <li>• PR&amp;D Committee 5/9/18</li> <li>• PR&amp;D Committee 6/6/18</li> <li>• Road Race Report May and June 2018</li> </ul> | HB/<br>MS     | The motion to accept the reports was made, seconded and passed unanimously, with the following comments:<br><u>Director's Report:</u> Regarding programs, Louise asked how long a program continued to be offered if nobody shows up. Michelle said it depends on the program, timing, etc. Karen asked if the tech suggestions from Ralph were working. Michelle said they were; the number of complaints has decreased. Linda commented on the many and varied activities at KFL. Dan R. asked a question about scratch tickets; Michelle said that anything could be printed on them. Marka reports that 14-18 people are in the stitching group. Jolene did a great pastry class. Thanks to Jolene!<br><u>Facilities:</u> The big tree on the front library lawn is dying and it must be cut down.<br><u>Finance:</u> KFL is looking at August or September to start the retirement plan. Michelle is getting conflicting information from the company; she will bring the information to the next Finance Committee meeting.<br><u>PR&amp;D:</u> The art fund raiser (August 6-18) is looking for donations. The yard sale is coming up on August 18. Rosemary Lavoie will be chair of PR&D over the summer.<br><u>Road Race:</u> Currently enrollment is above 250. Teri Collard is heading up the race for the last time, after 17 years of volunteering. KFL staff and volunteers will be taking over the race responsibilities. Louise |

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|  |           | suggested that we acknowledge Teri's major contributions with a gift. Michelle will think about what to give Teri and inform the trustees.  |
| <u>5. Report from Friends of the Library</u> <ul style="list-style-type: none"> <li>• Book sale sign-up</li> </ul>   |           | Donna reported that 27 boxes of books were sent to Better World Books. After the July sale the Friends are going to weed out non-fiction. At the July 28 meeting, the Friends will be packing up the non-fiction books. Friends plan to reach out to high school students to help with packing. Students can use this work as service hours. Friends are promoting this project as a great way to meet people. Donna asked trustees to sign up for the book sale on July 28. A pre-sale will be held on the 27 <sup>th</sup> ; Friends get one book free at the pre-sale.   |
| <u>6. Old Business</u> <ul style="list-style-type: none"> <li>• Lending Policy-Second Draft</li> </ul>   | HB/<br>LS | The motion to accept the revised policy was made, seconded, and passed unanimously. The number of DVDs that can be checked out has increased from 4 to 10. KFL no longer lends ipads.   |
| <u>7. New Business</u> <ul style="list-style-type: none"> <li>• Child Safety Policy-First Draft</li> <li>• Computer Use Policy-First Draft</li> </ul>            |           | Allison explained revisions in the Child Safety Policy. Adults in the room who are not with a child will be asked to go to a different part of the library. The policy will be posted in the Children's Room. The focus is on child safety. A second reading will occur at the next BOT meeting. If anyone has feedback, please give it to Linda.<br>If anyone has comments on the Computer Use Policy, please get them to Linda. This policy will have a second reading at the next BOT meeting.   |
| <u>8. Strategic Plan</u> <ul style="list-style-type: none"> <li>• Retreat Notes</li> <li>• Strategic Framework 1.0</li> <li>• Strategic Framework 2.0</li> </ul> |           | Linda drew attention to the strategic planning retreat notes compiled by Scott and Jeff as well as the Strategic Framework 1.0 supplied by them, and the Strategic Framework 2.0 completed by Linda and Louise. Trustees liked the 2.0 framework, which has not been finalized but is still in process. After the meeting, via email, Paul made the following comment: In the 2.0 version, perhaps "enhance financial capability" seems a bit vague. Perhaps what we mean to say is "strengthen our financial foundation," or "advance our financial sustainability." Linda reminded trustees and staff that there was a great deal of information in the strategic planning notes that could be incorporated into operational plans. |
| <u>9. Announcements &amp; Other Business</u>   |           | The Road Race stage is being set up tomorrow and Michelle asked for volunteers. She will be in touch with RR volunteering information and sign ups. She passed around a sheet for trustees to indicate the RR t-shirt size they wanted.<br>Michelle did a presentation for outgoing trustees, Karen, Marka and Maryfrances. Karen explained the   |

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|   |                   | <p>tradition of "awarding" a book to outgoing trustees: the trustee chooses a book which is then donated to the library. Karen's book is <i>Waking Up White</i>; Marka's book is <i>Crewel Creatures</i>; and Maryfrances's book is <i>Who We Are and How We Got Here</i>. Henry and Linda thanked Karen for all her work and leadership as a trustee; especially for the past two years when she has been president. Trustees presented Karen with a gift card to the Ogunquit Playhouse. Maryfrances was recognized for her contributions, especially in helping to nurture the genealogy group. Marka was thanked for her many contributions over six years and especially for her nurturing of the stitchery groups. All were strongly encouraged to stay in touch with KFL!</p> |
| <p><u>10. Executive Session</u></p> <ul style="list-style-type: none"> <li>• Trustee nomination</li> <li>• Executive slate</li> </ul> | <p>KP/<br/>LS</p> | <p>Karen called the Executive Session to order at 8:04 pm. The group unanimously approved Lori Parkinson's election to the BOT. Note that Paul had voted previously via email. The Executive slate was also approved unanimously, with an email vote sent in by Paul. Incoming officers are: President, Henry; Vice President, Linda; Treasurer, Dan S, and Recorder, Rosemary. The group went out of Executive Session at 8:09 pm.</p>  |
| <p><u>11. Adjournment</u></p>   | <p>DR/<br/>HB</p> | <p>The motion to adjourn was made, seconded and unanimously passed. The meeting adjourned at 8:10 pm.</p>  |

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