

**KENNEBUNK FREE LIBRARY
BOARD OF TRUSTEES - MEETING MINUTES
August 28, 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
<u>1. Roll Call, Welcome Visitors, Introduction of Jon Roy and Review of Ground Rules</u>	HB	<p><u>Trustees Present:</u> Ann Bertucci, Henry Bourgeois, Ruth Dater, Paul Dest, Rosemary Lavoie, Lori Parkinson, Dan Riggall, Jolene Staruch, Dan Stoddard, Madeleine Tunison</p> <p><u>Trustees Not Present:</u> Carol Lambert, Linda Lucas, Louise Sandmeyer</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> Jon Roy (Technology and YS Lib)</p>
<u>2. Review of Agenda</u>		No additions or changes were needed.
<u>3. Review & Accept Minutes of June 26 meeting</u>	JS/AB	The motion to approve the minutes of June 26, 2018 was made, seconded and passed unanimously.
<u>4. Acceptance of Submitted Reports</u> <ul style="list-style-type: none"> • Director's Report 8/28/18 • Facilities Committee 7/26/18 • Finance Committee 7/24/18 • Finance Committee 8/14/18 • Financial Summary 6/30/18 • Financial Summary 7/31/18 • PR&D Committee 7/24/18 • PR&D Committee 8/15/18 • Road Race Report 8/6/18 for July 13, 2018 event 	PD/JS	<p>The motion to accept the reports was made, seconded and passed unanimously, with the following comments:</p> <p><u>Director's Report:</u> Regarding programs, Dan asked about no attendee programs as to why and is it frustrating to staff, especially with the teen programs. Michelle responded that there were many conflicting priorities in the summer and that the staff understands that a program may not always have high attendance. The program is usually offered a second time to determine if a timing issue or lack of interest.</p> <p>A question was also raised by Dan Riggell regarding signing up for the newsletter. Lots of avenues to reach people are being utilized but staff will continue to look for ways to expand.</p> <p><u>Facilities:</u> Lighting and energy conservation solutions are moving forward, the leaky roof is being addressed and that work will take place later this summer on the back stairs and walk way.</p> <p><u>Finance:</u> Addressing the replacement of the old retirement plan based on recommendation from Healey and Associates to ensure compliance as well as reviewed and accepted the financial statements from the past accounting period.</p> <p><u>PR&D:</u> Art Sale and Yard Sale completed. Reviewing future fundraising ideas and will focus this fall on expanding the wreath sale possibly through social media.</p> <p><u>Road Race:</u> Successful event with the total net income \$34,416. Teri Collard who headed up the</p>

		<p>race for the last time, is retiring after 17 years of volunteering. A key role that we are looking to replace.</p>
<p><u>5. Report from Friends of the Library</u></p> <ul style="list-style-type: none"> • Book Sale • KFL Friends Meeting 		<p>Donna gave an update on the KFL Book Sale and that 19 boxes of books were sent to Better World Books and 12 boxes to Goodwill.</p> <p>The Friends Meeting is 9/17.</p> <p>Friends placed information about signing up in the race gift bags and continue efforts to solicit new members</p>
<p><u>6. Old Business</u></p> <ul style="list-style-type: none"> • Children’s Room Policy • Computer Use Policy • KFL Organization Structure • Trustee list 	<p>DS/ PD</p>	<p>The motions to accept the revised policies were made, seconded and passed unanimously. In addition, The KFL Organization Structure and the revised Trustee List were included in the Board package.</p>
<p><u>7. New Business</u></p> <ul style="list-style-type: none"> • Conflict of Interest • Retirement Plan Ratification 	<p>DR/DS</p>	<p>Henry requested that all BOT members in attendance fill out the annual Conflict of Interest document.</p> <p>It was also noted that retiring BOT members need to return their KFL Handbook/Manuals. A comment was made that these policies etc all be online and Michelle responded that most are up to date and stored electronically on the library website.</p> <p>The new Retirement Plan was ratified unanimously.</p>
<p><u>8. Strategic Plan</u></p>		<p>The completion of the Strategic Plan is possibly 1-2 months behind but not a serious issue at this point.</p> <p>Michelle shared the top strategic initiatives and time line spreadsheet – this was passed around at the meeting for the BOT to review. A suggestion was made to put this document online so that the BOT can access the most up to date copy and/or to include in future Board Packets.</p>
<p><u>9. Announcements & Other Business</u></p>		<p>At the September 25, 2018 meeting, BOT members will assign themselves to committee(s) and the BOT will hold the annual meeting on this date as well. The BOT decided to continue their search for the 2 open positions of well qualified BOT candidates but can also accept waiting until the Strategic Plan is finalized in early 2019. This will give us time to determine gaps on the current BOT and to focus our recruiting efforts on someone that possesses these skills.</p> <p>Also discussed there are now 13 members on the BOT with 8 being new. A request was made for Jon to hold a training session for board members who</p>

		want to learn more about Drop Box. Citizens Police Academy postponed until spring.
<u>10. Executive Session</u> • NA – not held		
<u>11. Adjournment</u>	DS/ DR	The motion to adjourn was made, seconded and unanimously passed. The meeting adjourned at 7:50 pm.

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