

**KENNEBUNK FREE LIBRARY  
BOARD OF TRUSTEES - MEETING MINUTES  
June 27, 2017**

<u>Item</u>	<u>People</u>	<u>Action</u>
<u>Call to Order</u>	KP	The meeting was called to order at 7 pm.
<u>1. Roll Call and Welcome Visitors</u>		<p><u>Trustees Present:</u> Henry Bourgeois, Pat Carls, Paul Dest, Risa Oganessoff Heersche, Linda Lucas, Marka Larrabee, Karen Plattes, Deborah Redding-Sampson, Dan Riggall, Louise Sandmeyer, Maryfrances Smith, Dan Stoddard</p> <p><u>Trustees Not Present:</u> John Buraczynski, Laura Curtis, Ruth Dater, Ann Hibbard, Joy Russo</p> <p><u>Director:</u> Jill LeMay  <u>Assistant Director:</u> Michelle Conners  <u>Friends of the Library:</u> Donna Gomez  <u>Guests:</u> None</p>
<u>2. Review of Agenda</u>		No changes needed.
<u>3. Review &amp; Accept Minutes of Previous Month's Meeting</u>	ROH/ DRS	The motion to accept the minutes of May 30, 2017 was unanimously approved, with Marka abstaining.
<u>4. Acceptance of Submitted Reports</u> <ul style="list-style-type: none"> <li>• Director's Report</li> <li>• Facilities Committee Report 6/14/17</li> <li>• Finance Committee Report 6/13/17</li> <li>• Financial Summary 5/31/17</li> <li>• G &amp; P Committee Report 6/12/17</li> <li>• PR&amp;D Committee Report 6/21/17</li> <li>• Road Race Report June 2017</li> </ul>	PD/DS	<p>The motion to accept the reports was approved unanimously, with the following comments:</p> <p><u>Director's Report:</u> The Portsmouth presentation drew such a big crowd; how can we handle so many people? There were 125 people at a magician's last night. We should schedule other big events so people will see that we need more space. Town Hall is a possibility but there is a cost. Another option is to schedule more than one presentation but there are issues with this, too. We are engaging many demographics in our presentations.</p> <p><u>Facilities:</u> Marka commented that the picture of a shed sent by Dan S was nice. A suggestion was made to raffle off the old shed.</p> <p><u>PR&amp;D:</u> two fundraisers are scheduled after the Road Race; the art show from August 7-19 and the yard sale on 8/19. Deb thanked Pat for all her help on PR&amp;D.</p> <p><u>Road Race:</u> There are 254 registrations; last year at this time there were about 100. Checks are coming in from sponsors.</p>

<p><u>5. Report from Friends of the Library</u></p>		<p>Donna mentioned upcoming book sales: a pre-sale from 5-7 pm on July 21 and the sale from 8:30-1 pm on July 22. She needs volunteers for these sales for set up, staffing, and tear down. They will likely be "buy one, get one free." Friends will have a table at the Road Race. The storage room is cramped due to donated cabinets from Kennebunk High School. Another book sorting party is needed.</p>
<p><u>6. Old Business</u> Affirm new FY18 Trustee email vote</p> <p>Nomination of Officers FY18 and Vote</p> <p>Second Reading: Special Collections Deed of Gift</p>	<p>DRS/ROH</p> <p>ML/KP</p> <p>LL/ PD</p>	<p>The Trustees unanimously approved and welcomed the two new trustees, Louise Sandmeyer and Ruth Dater. The Board is excited about the skills and energy these new Trustees will bring. Jill said that if anyone has suggestions for additional new Trustees they should forward the names to her.</p> <p>Deb reported that all Trustees voted electronically in favor of new and continuing officers to start terms on July 1, 2017: Karen Plattes, President; Henry Bourgoise, vice President; Paul Dest, Treasurer; and Linda Lucas, Recorder.</p> <p>The Special Collections Deed of Gift policy was approved unanimously.</p>
<p><u>7. New Business</u> Robert C. Ender Remainder Trust Termination Request</p> <p>Reaffirm Communication Policy (4/24/07)</p> <p>Reaffirm Conflict of Interest Policy &amp; Statement (6/09)</p> <p>First Reading: Emergency Closing Policy</p> <p>First Reading: Emergency Closing Procedures</p>	<p>LS/ HB</p> <p>DS/ ML</p> <p>DS/ ML</p>	<p>Dan S reported that the beneficiaries of this trust wished to dissolve it since costs now exceed income. The Finance Committee recommends that we agree to the dissolution of the trust and the motion to consent passed unanimously. Jill will inform the attorneys and will include a note to Robert Ender's son. KFL did not know it was part of this trust before being notified by the trustees.</p> <p>No changes are being recommended but it has been 9-10 years since the BOT reviewed the policy. The vote to reaffirm the policy passed unanimously.</p> <p>No changes are recommended but it has been 9-10 years since the policy was reviewed. The motion to reaffirm the policy passed unanimously.</p> <p>The only change recommended for the Emergency Closing Policy was to put a sign in the door if KFL closes unexpectedly. Deb likes how the policy has been streamlined. Second Reading of this policy will be at the August BOT meeting.</p> <p>Note: the BOT votes on a policy; Jill articulates implementation of the policy in Procedures.</p>

<p>First Reading: Interlibrary Loan Policy</p>		<p>The Interlibrary Loan Policy had just a few updates. Second Reading of the policy will occur at the August BOT meeting.</p>
<p><u>8. Announcements &amp; Other Business</u>                  Road Race Help Sign Up</p> <p>Blueberry Book Sale Help Sign Up</p> <p>Trustee Calendar FY18 DRAFT</p> <p>Trustee List FY18 DRAFT</p> <p>Recognition of Long term Volunteer Passing</p> <p>Maine Association of Non-Profits</p> <p>Library Leadership Project</p> <p>Summer Reading</p> <p>Recognition of Trustees</p>		<p>Jill needs help to set up the stage; several Trustees offered. More help is needed with baking and several Trustees offered to help. Karen suggested asking Friends to help. Help is also needed with stage tear down and Road Race clean up. We need to find a place to store the tent. Jill will send out a "volunteer schedule" so that everyone knows what they will be doing for the Road Race.</p> <p>Several trustees agreed to help with set up at 1 pm on July 21, and with staffing and tear down from 8-10 am or 10-12 pm (two shifts) at the book sale.</p> <p>Louise's address needs to be corrected. A final Trustee calendar and list will be distributed in August.</p> <p>Jill reported that 12-year KFL volunteer Josephine Oliver passed away last week. Jill send a card on behalf of the Board and staff. Josephine's daughter wants to have a celebration of life in Hank's Room on Wednesday, July 5.</p> <p>KFL has been invited to attend the meeting of this group on July 13 from 12-1 pm at the Brick Store Museum. Trustees are invited to attend and bring their own lunch if they wish. KFL may join this group; there are lots of resources and workshops offered. The cost is \$500 annually.</p> <p>Jill distributed a brochure describing a presentation made to the ALA International Relations Round Table Emerging Leaders program, "Building and Enhancing Global Connections through Sister Libraries," presented by Allison.</p> <p>The Summer Reading Program brochure was distributed.</p> <p>Jill thanked outgoing Trustees Pat, Deb and Risa. Over the past six years, Deb has done it all from serving as President, hosting a literary feast, chairing the nominations committee and chairing PR&amp;D. She is always there when needed. Debs "honorary book is <i>Little Pig Saves the Ship</i>. Jill thanked Pat for her</p>

		willingness to help in all situations and in particular for her artistic contributions to bake sales, cabin fever reliever, and her pumpkin truffle recipe. Pat's book of choice is <i>There Might be Lobsters</i> . Risa has contributed greatly to the Finance Committee, which she joined because she said she wanted to learn more about finance. Risa is also known and will be missed for her eagle eye in proofing meeting minutes, as well as for providing ice for the Road Race. Her book of choice is <i>Astrophysics for People in a Hurry</i> . Jill said it had been an honor and a privilege to work with these women and all Trustees enthusiastically agreed. They will be missed.
<u>9. Executive Session</u>		No Executive Session
<u>10. Adjournment</u>	PD/ DR	The motion to adjourn was unanimously approved and the meeting adjourned at 8:04 pm.

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

Minutes approved by the BOT at the August 29, 2017 meeting.