

KENNEBUNK FREE LIBRARY
BOARD OF TRUSTEES - MEETING MINUTES
 August 25, 2020

<u>Item</u>	<u>People</u>	<u>Action</u>
<u>Call to Order</u>	RL	The Virtual Meeting via Zoom was called to order at 5:00 PM
<u>1. Roll Call and Welcome</u>	RL	<p><u>Trustees Present:</u> Anne Bertucci, Henry Bourgeois, Ruth Dater, Linda DeFelice, Robert Fiore, Rosemary Lavoie, Francois Maudave, Linda Miller Cleary, Lori Parkinson, Dan Riggall, Louise Sandmeyer, Dan Stoddard, Adelaide Taylor, and Madeleine Tunison</p> <p><u>Trustees Not Present:</u> N/A</p> <p><u>Director:</u> Michelle Conners</p> <p><u>Assistant Director:</u> Allison Atkins</p> <p><u>Friends of the Library:</u> Risa Oganessoff, Deb Sampson</p>
<u>2. Review of Agenda</u>		No additions or changes were needed.
<u>3. Review & Accept Minutes of June 30, 2020 meeting</u>	HB/AB	The motion to approve the minutes of the June 30, 2020 Zoom BOT meeting was made, seconded, and passed unanimously.
<u>4. Acceptance of Submitted Reports</u> August Director's Report Development Committee Minutes from 7/14/20 Development Committee Minutes from 8/11/20 Facilities Committee Minutes from 7/8/20 Finance Committee Minutes from 7/14/20 Finance Committee Minutes from 8/11/20 Financial Summary from 6/30/20 Financial Summary from 7/31/20 G & P Committee Minutes from 8/20/20 PR & E Committee Minutes from 7/24/20 (Orientation for Lori)	DR/LS	<p>Submitted reports approved as written.</p> <p>Comments from Michelle: -Programming will be reduced to focus on re-opening -Header on Board of Trustees listing should be July 2020-June 2021; content of the list is correct.</p> <p>Rosemary praised Michelle and the library staff for their continued creativity and hard work.</p> <p>Dan Riggall asked if about the library's eligibility for Maine Association of Non Profit's Grant Relief Program. Allison explained that KFL would not qualify.</p> <p>Rosemary reinforced that the town's \$57,000 for library improvements has definitely been approved, and the library will soon receive the check. Money is specifically earmarked for carpeting, parking, and doors. Michelle will be speaking with the town as carpeting quotes are coming in lower than anticipated.</p>

PR & E Committee Minutes from 8/13/20		<p>Louise relayed the helpfulness of the link to the spreadsheet in the Facilities Committee Minutes.</p> <p>Bob conveyed that the Development Committee meeting on Thursday, 8/27 at 12PM would have Debbie Dutton, Vice President for Advancement and President of the University of New Hampshire Foundation as their special guest. She will provide assistance in writing the job description for and recruitment of the KFL Development staffer.</p> <p>Dan Stoddard pointed out that the Development Committee's goal was to raise \$75,000 in three to five years from \$5,000 annual contributions.</p> <p>Michelle will provide a final figure on the Road Race at the September meeting.</p> <p>Michelle reported that the government has not yet decided which forms to use or how to submit the PPP loan forgiveness application.</p> <p>Lori was looking forward to working with the Friends.</p>
<u>5. Report from Friends of the Library</u>		<p>Deb Sampson reported that the Friends Executive Committee met last month. The Friends "Grab a Bag" Book Sale is slated for Sept. 12 with a rain date of Sept. 19. Books will be in a paper bag and labeled with a genre. To date, 37 bags have been packed; the goal is 100 bags.</p> <p>The Friends want to strengthen their connection with fundraising although Deb acknowledged fundraising weariness in the community.</p> <p>Rita noted the importance of maintaining fundraising within the current situation.</p> <p>Lori was grateful for the collaboration between the Friends and PR & E.</p> <p>Michelle will reach out to the Board for volunteers to help with the Friends Sept. 12 Book Sale and to staff the front door when the library re-opens.</p>
<u>6. Old Business</u>		N/A
<u>7. New Business</u> Letter from Rosemary		Trustees expressed their appreciation of Rosemary's letter.

<u>8. Strategic Plan</u> No updates		Let Michelle know of updates, and she will plug them in on the spreadsheet.
<u>9. Announcements & Other Business</u>		<p>Louise asked about the factors considered when making the decision to re-open. Michelle conveyed the main factors were comments (both friendly and not so friendly pressure), COVID numbers, and confidence that the library could open safely both for staff and public. Louise commented that she respected the great thought that went into making the difficult decision to re-open.</p> <p>Dan Riggall told an anecdote about meeting regularly with friends and discussing the ukulele class as an example of the many ways libraries are no longer “just books.”</p> <p>Linda DeFelice reminded everyone to be sure they’d completed the 2020 Census Questionnaire (https://2020census.gov/en.html) So far, the US response rate of 64.5% is below the 2010 rate of 74%. Kennebunk’s current response rate is 64.4% and Arundel’s is 64.1%</p> <p>Allison asked everyone to click on the new Support the Library button on the website.</p>
<u>10. Executive Session</u>		N/A
<u>11. Adjournment</u>	LMC	The motion to adjourn was made and was unanimously passed. The meeting adjourned at 5:26 PM
<u>12. Key Dates</u>		<p>Upcoming Meetings – Zoom Links On 8/25/20 Agenda and Will Be Sent Out</p> <p>T Sept. 8 – Development 4:00 PM T Sept. 8 – Finance 6:00 PM W Sept. 9 – Facilities 4:00 PM W Sept. 16 – G & P 6:00 PM R Sept. 17 – PR & E 11:00 AM T Sept. 29 – Annual Trustee Meeting – 4:30 PM</p> <p>Save the Dates!</p> <p>Sa Sept. 12 – Friends Book Sale 1:00-4:00 PM Sa Sept. 19 – Friends Book Sale Rain Date – 1:00-4:00 PM M Sept. 21 – Friends Meeting – 6:00 PM</p>

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