

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

February 23, 2021 - Minutes from KFL BOT Meeting

<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 4:30 p.m.
<u>1. Roll Call and Welcome</u>	RL	<p><u>Trustees Present:</u> Anne Bertucci, Ruth Dater, Linda DeFelice, Rosemary Lavoie, Francois Maudave, Linda Miller Cleary, Lori Parkinson, Dan Riggall, Louise Sandmeyer, Dan Stoddard, Adelaide Taylor, and Madeleine Tunison</p> <p><u>Director:</u> Michelle Conners</p> <p><u>Assistant Director:</u> Allison Atkins</p> <p><u>Friends of the Library:</u> Peg Nelson</p>
<u>2. Review of Agenda</u>		No additions or changes were needed.
<u>3. Review &amp; Accept Minutes of January 26, 2021 Board meeting</u>	AT/RD	The motion to approve the minutes of the January 26, 2021 Zoom BOT meeting was made, seconded, and passed unanimously
<u>4. Acceptance of Submitted Reports</u>	LS/RD	Michelle noted the positive comments KFL has received on Facebook.
February Director's Report		
2/9/21 Development Committee		Dan S. noted the vacancy on the Development Committee and a discussion ensued about off-cycle vacancies which may be filled at the Board's discretion.
2/9/21 Finance Committee with Financial Summary from 1/31/21		
2/10/21 Facilities Committee	DS/AB	The Board unanimously approved a transfer of \$75,000 from the general fund to the investment fund.
1/14/21 PR&E Committee		
1/20/21 G&P Committee		Adelaide reported the very good news that Little Harbor Window Company is donating the new library doors, and Spang Builders will be donating their labor for installation. KFL will purchase and provide hardware for the door mechanisms. Rosemary gave a very big thank you to those two companies.
		Lori explained that the March Madness baskets will go live on March 1. Online auction will include a collaboration basket by KFL and the Kennebunk Land Trust.

<u>5. Report from Friends of the Library</u>	PN	Peg conveyed that the Friends were accepting books in the lobby on Wednesdays from 2-4 p.m. for future Friends book sales. Michelle noted that this revival of book donations will be included in the March newsletter and appear on the outdoor sandwich boards.
<u>6. Strategic Plan</u>  Updates and Discussion	RL	Rosemary reported that the Committee Chairs and Michelle met regarding the Strategic Plan, and the progress “looks good.”  Diversity, Equity, and Inclusion (DEI) work continues.  A subcommittee will review current compensation policy including items such as salary, bonuses, market studies, and recognition. Michelle, Rosemary, Francois, Louise, and Dan S. agreed to serve.
<u>7. Old Business</u>		N/A
<u>8. New Business</u>  Nominations  Fundraisers i. Voting ii. March Madness		Dan R. reported that the Nominations Committee is developing a profile for BOT candidates. The Committee is determining how to attract the kind of candidates needed including what materials to provide to potential candidates. He stressed the importance of candidates understanding the library and the commitment of the trustees as this is a working Board.  Michelle reminded us to vote by the end of February so KFL could win a Love Your Community Award sponsored by Northeast Credit Union: <a href="https://thelyc.com/contest/awards/">https://thelyc.com/contest/awards/</a>  Lori encouraged us to bid on March Madness baskets.
<u>9. Announcements &amp; Other Business</u>		Linda D. explained that everyone, regardless of geographic location, can vote for KFL.  Michelle noted that voters were asked only for their email address; no follow-up emails were sent by Northeast Credit Union. KFL is currently in the running for a \$1,000 award.
<u>10. Executive Session</u>	N/A	
<u>11. Adjournment</u>	DS	The motion to adjourn was made and was unanimously passed. The meeting adjourned at 5:35 p.m

<p><u>12. Key Dates</u></p>		<p><b>Upcoming Meetings – Zoom Links On 2/23/21 Agenda <u>and</u> Will Be Sent Out on Monthly To-Do List.</b> Committee Chair will confirm if a meeting will be held.</p> <p>T March 9–Facilities–4 p.m.</p> <p>T March 9–Development-5 p.m.</p> <p>T March 9–Finance–6 p.m.</p> <p>R March 16–PR&amp;E–11 a.m.</p> <p>W March 17–G&amp;P–3 p.m.</p> <p><b>--Save the Dates!</b></p> <p>T March 30-Trustee Meeting-4:30 p.m.</p> <p>M April 12 – Friends Meeting-5:30 p.m.</p> <p>The Road Race will be held virtually June 21-July 7 and on July 9, if possible.</p>
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Respectfully submitted,  
Linda DeFelice, Recorder  
Kennebunk Free Library Board of Trustees