

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

**January 26, 2021**

<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>Trustees Not Present:</u> Henry Bourgeois</p> <p><u>Director:</u> Michelle Conners</p> <p><u>Assistant Director:</u> Allison Atkins</p> <p><u>Friends of the Library:</u> Donna Gomez, Peg Nelson</p> <p>Rosemary let us know that Bob Fiore resigned from the BOT due to health concerns.</p>
<u>2. Review of Agenda</u>		No additions or changes were needed.
<u>3. Review &amp; Accept Minutes of November 24, 2020 meeting</u>	LS/RD	The motion to approve the minutes of the November 24, 2020 Zoom BOT meeting was made, seconded, and passed unanimously
<u>4. Acceptance of Submitted Reports</u>	DS/LMC	
November Director's Report		Michelle noted the popularity of the book bundles.
12/8/20 Financial Committee with Financial Summary from 11/30/20		The Development Director's position description and draft FAQ will be sent with the KFL To-Do List.
12/9/20 Facilities Committee		
12/15/20 Finance Committee		Michelle reported that reimbursement from the town has been received.
1/12/21 Development Committee		
1/12/21 Finance Committee with Financial Summary from 12/31/20		Lori described the March Madness plan. The goal of 10-12 baskets is more than halfway met; each basket will contain a mystery gift card from a local business (\$10 minimum), Lori will send an email to BOT with full details.
1/13/21 Facilities Committee		
1/14/21 PR&E Committee		
1/20/21 G&P Committee		Rosemary complimented our first participation in Giving Tuesday that raised nearly \$400.

		Dan R. reported on the Nominations Committee. Allison and he are working on the survey of skills and talents which will be handled electronically. He also shared that two or three new Board members are needed.
<u>5. Report from Friends of the Library</u>	DG	Donna reported that the Friends have 40 members, are planning future book sales to be held outside, and are calling folks on the Friends email list to check in with them and ask what they're reading and watching. The Friends are happy to be working with PR&E on March Madness.
<u>6. Strategic Plan</u>  Review	RL	<p>Rosemary thanked the group for their updates and percentages. During the February BOT meeting, 15-30 minutes will be devoted to the Plan.</p> <p>Rosemary introduced two items for discussion: 1.) diversity, equity, inclusion statement and 2.) transparency regarding recognition and compensation.</p> <p>Following discussion, Adelaide suggested the Committee Chairs meet with Michelle regarding these items, and Rosemary agreed with this step.</p>
<u>7. Old Business</u>  Development Director hiring timeline		Dan S. reinforced that this was covered in the Development Committee Report.
<u>8. New Business</u>		<p>Michelle conveyed that she will have about five minutes for her presentation to the Kennebunk Select Board &amp; Budget Board on Saturday, January 30 at 8:30 a.m. She will be first to present.</p> <p>The link to the budget meeting's agenda with Zoom access link will be included in the To-Do List and will be emailed to Donna for sharing with the officers of the Friends.</p>
<u>9. Announcements &amp; Other Business</u>		<p>Michelle provided an update on the 2021 virtual Road Race.</p> <p>Rosemary urged us to read the February and all KFL Newsletters and to get things done in time.</p> <p>Michelle and Allison left the meeting at 5:20 pm.</p>
<u>10. Executive Session</u>		The Executive Session was called to order at 5:20 p.m.

		<p>The purpose of the Session was to discuss compensation and bonus philosophy.</p> <p>The Executive Session adjourned at 5:37 p.m.</p>
<u>11. Adjournment</u>	DS/AT	The motion to adjourn was made and was unanimously passed. The meeting adjourned at 5:37 p.m.
<u>12. Key Dates</u>		<p><b>Upcoming Meetings – Zoom Links On 1/26/21 Agenda and Will Be Sent Out on Monthly To-Do List.</b> Committee Chair will confirm if a meeting will be held.</p> <p>T February 9–Development–5 p.m.</p> <p>T February 9–Finance-6 p.m.</p> <p>W February 10–Facilities–4 p.m.</p> <p>R February 11–PR&amp;E–11 a.m.</p> <p>W February 17–G&amp;P–3 p.m.</p> <p><b>--Save the Dates!</b></p> <p>Town of Kennebunk Budget Presentation – S January 30 via Zoom – 8:30 a.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>

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