

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

JUNE 29, 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 4:32 p.m.
<u>1.Roll Call and Welcome</u>	RL	<p><u>Trustees Present:</u> Anne Bertucci, Linda DeFelice, Rosemary Lavoie, Linda Miller Cleary, Lori Parkinson, Dan Riggall, Louise Sandmeyer, Dan Stoddard, Adelaide Taylor, and Madeleine Tunison</p> <p><u>Trustees Absent:</u> Ruth Dater</p> <p><u>Director:</u> Michelle Conners</p> <p><u>Assistant Director:</u> Allison Atkins</p> <p><u>Guests:</u> Gregory Braun, Nikki Evans, Connie Wood</p> <p><u>Friends of the Library:</u> Risa Oganessoff Heerschee, Peg Nelson</p>
<u>2.Review of Agenda</u>	RL	No additions or changes were needed.
<u>3.Review and Accept Minutes of the May 25, 2021 Board Meeting</u>	LS/LMC	The motion to approve the minutes of the May 15, 2021 Zoom BOT meeting was made, seconded, and passed unanimously.
<u>4.Acceptance of Submitted Reports</u> <ul style="list-style-type: none"> • Director’s Report • 6/8/21 Development Committee • 6/7/21 Finance Committee with Financial Summary from 5/13/21 • 6/9/21 Facilities Committee • 6/10/21 PR&E Committee • 6/18/21 G&P Committee 	DR/LP	<p>Submitted Reports were approved as written.</p> <p>Michelle reported that the Road Race has over 200 registrants, the online auction is available as of July 1, and the Main St. doors will be in place July 2.</p> <p>Kate Jacobs was commended by the Board for her diligent work on the Ken Joy Collection Inventory searchable database.</p> <p>Louise noted that she was pleased to see the library’s efforts to celebrate Pride Month.</p>

		Lori displayed the KFL fans to be used for marketing at library events. She also conveyed that the Plein Air Pets event had been cancelled for this year, there will be a Community Yard Sale on August 28, and rather than an Oktoberfest tasting, PR&E is exploring a holiday wine tasting. Lori and Linda MC had a successful meeting with Charlie Galloway regarding the Daffodil project; they are looking into different vendors.
<u>5.Report from Friends of the Library</u>	PN	<p>Peg stated that the quality of donations had improved due to the Donation Guidelines and the care taken during donation input. June Saturday book sales generated \$685. The Friends thanked the KFL staff for their help with book sale set up.</p> <p>The Friends showed and explained the Better World Books discards and donations process to a Wells Public Library librarian.</p> <p>Peg reminded us to register for the August 11 Seashore Trolley Ice Cream Night. Half of every \$10 ticket will be donated to KFL.</p>
<u>6.Strategic Plan</u>	RL	Rosemary stated that a comprehensive review will take place in the Fall or early next year.
<ul style="list-style-type: none"> • Most recent updates – March, 2021 		
<u>7.Old Business</u>	AT/DR	<p>Rosemary reviewed the concept of first and second readings when a policy is brought forth one month and voted on at the next month's meeting. With this in mind, and to clarify any confusion regarding the hiring of a Development Director, Dan S. suggested the Board ratify the May 25, 2021 motion.</p> <p>Adelaide moved that the BOT ratify the May 25, 2021 motion to authorize the Library Director to hire a Development Director, funded from the KFL investment account for a term of not more than three years at a net per annum cost of not more than \$75,000. The motion was seconded and passed unanimously.</p> <p>Dan R. praised Dan S. for his work as</p>
<ul style="list-style-type: none"> • Interlibrary Loan Policy (Second Reading) • Damaged Library Materials Policy (Second reading) • Estimate Policy (Second reading) • Trustee Applications • Statement of Ethics Vote 		

		<p>Development Committee Chair, and Rosemary thanked Dan S. for his visionary, great work.</p> <p>After discussion, the Board agreed that policies and major changes to the By-Laws require a second reading.</p> <p>LMC/LP Linda MC moved to approve the Interlibrary Loan Policy. The motion was seconded and passed unanimously.</p> <p>LS/AT Louise moved to approve the Damaged Library Materials Policy. The motion was seconded and passed unanimously.</p> <p>LD/LMC Linda D. moved to approve the Estimate Policy. The motion was seconded and passed unanimously.</p> <p>LS/LMC Louise moved to accept the Trustee Applications. The motion was seconded and passed unanimously.</p> <p>LS/LMC Louise moved that Trustees must sign the Statement of Ethics. The motion was seconded and passed unanimously.</p>
<p><u>8.New Business</u></p> <ul style="list-style-type: none"> • Library Card Eligibility Policy • Programming Policy 		<p>Two policies brought forward from G&P were introduced for a first reading. The second reading and vote will take place at the August meeting.</p> <p>Michelle explained that the Library Card Eligibility Policy opens eligibility to include anyone who works in Kennebunk or Arundel and students attending RSU 21, a private school, or home schooled regardless of residence.</p> <p>Allison conveyed that the Programming Policy codifies what the library has been doing regarding presenter expectations and the programming process. The Board commended Allison on the well written and helpful policy.</p>
<p><u>9. Announcements and Other Business</u></p>		<p>Rosemary gave kudos to Dan S. for his honesty, support, and commitment to the</p>

		<p>Board during his six year tenure. Dan S. told us that his Trustee experience has been fun, engaging, interesting, and a privilege.</p> <p>Michelle revealed that Daniel James Brown's book, <i>Facing the Mountain: a True Story of Japanese American Heroes in WWII</i>, has been purchased for the library collection with a bookplate in Dan's honor.</p>
<p><u>10.Executive Session</u></p> <ul style="list-style-type: none"> • New Trustee Vote • Executive Committee Vote • Second Term Vote 		<p>Michelle, Allison, Peg, Risa, and the three Trustee applicants were asked to leave the meeting. The BOT went into Executive Session at 5:19 p.m.</p> <p>Approved: New BOT Members – Term 7/1/21 – 6/30/24 Greg Braun Nikki Evans Connie Wood</p> <p>Approved: Executive Committee – Term 7/1/21 – 6/30/22 Rosemary Lavoie – President Linda DeFelice – Vice President Dan Riggall – Treasurer Lori Parkinson - Recorder</p> <p>Approved: Returning Members – Second Term 7/1/21 – 6/30/24 Anne Bertucci Lori Parkinson Madeleine Tunison</p>
<p><u>11.Adjournment</u></p>	<p>DR</p>	<p>The motion to adjourn was made and was unanimously passed. The meeting adjourned at 5:24 p.m.</p>
<p><u>12.Key Dates</u></p>		<p>Dates on 6/29/21 Agenda <u>and</u> Will Be Sent Out on Monthly To-Do List. Committee Chair will confirm if a meeting will be held.</p> <p>T Aug.10 – Development – 5pm T Aug. 10 – Finance – 6pm W Aug. 11 – Facilities – 3pm R Aug. 12 – PR&E – 11am W Aug. 18 – G&P – 3pm T Aug. 31 – BOT – 4:30pm</p>

		<p><u>Save the Date!</u> The Road Race will be held virtually June 21-July 7 and in-person on F July 9.</p> <p>Sa July 24 – Friends Blueberry Fair Bake Sale</p> <p>W August 11 – Seashore Trolley Ice Cream Night</p> <p>Sa August 28 – Community Yard Sale</p>
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Respectfully submitted, Linda DeFelice, Recorder, Kennebunk Free Library Board of Trustees