

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

**May 25, 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 4:31p.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, Dan Stoddard, Adelaide Taylor, and Madeleine Tunison</p> <p><u>Trustees Absent:</u> Ruth Dater, Louise Sandmeyer</p> <p><u>Director:</u> Michelle Conners</p> <p><u>Assistant Director:</u> Allison Atkins</p> <p><u>Guest:</u> Connie Wood</p> <p><u>Friends of the Library:</u> Risa Oganessoff Heersche, Peg Nelson</p>
<u>2. Review of Agenda</u>	RL	No additions or changes were needed.
<u>3. Review &amp; Accept Minutes of April 27, 2021 Board meeting</u>	DR/AB	The motion to approve the minutes of the April 27, 2021 Zoom BOT meeting as amended was made, seconded, and passed unanimously.
<u>4. Acceptance of submitted reports</u>	LMC/LP	<p>Michelle was congratulated on her acceptance into the University of Southern Maine's PhD program in Public Policy.</p> <p>Jon Roy was commended for his election as a Member at Large on the Youth Services Section of the Maine Library Association.</p> <p>Adelaide brought us up-to-date regarding the late May parking lot sealing.</p> <p>Michelle noted that CINTAS will give a quote for the fire safety system update.</p>

<u>5. Report from Friends of the Library</u>	ROH/PN	<p>Risa and Peg reminded us of the May 29, 9:30-11:30 book sale where a bag of books will be \$5. Saturday book sales will continue in June though book donations will not be accepted in June. Volunteers are needed 1-3pm on Fridays prior to June book sales to help prepare for the sales.</p>
<u>6. Strategic Plan</u>		<p>No changes.</p>
<u>7. Old Business</u>		<p>Madeleine noted that four people can use one museum pass for the Ogunquit Museum of American Art.</p> <p>Michelle updated us on the Annual Appeal; she is confident we will meet our goal.</p> <p>Rosemary reminded us to make our donation by the end of June.</p>
<u>8. New Business</u> <ul style="list-style-type: none"> <li>• Trustee Applications &amp; Nominations Update</li> <li>• Interlibrary Loan Policy</li> <li>• Damaged Library Materials Policy</li> <li>• Estimate Policy</li> <li>• Development Director</li> </ul>	<p>LD/DR</p> <p>DR/AB</p>	<p>Dan R. introduced Connie Woods, one of two trustee nominees. Nominees will be invited to the June meeting where the Trustees will have an opportunity to meet them and ask questions. The Trustees will go into Executive Session at the end of the June meeting to vote on the nominees.</p> <p>Three policies brought forward from G&amp;P were introduced for a first reading. The second reading and vote will take place at the June meeting.</p> <p>After discussion from the presentation of the Development Committee, Dan R. moved that the BOT 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>
<u>9. Announcements &amp; Other Business</u>		<p>Rosemary will be sharing the Maine State Library's Statement of Ethics with us via email; a vote will take place at the June meeting to determine if this is a document all trustees should sign. With new trustees coming on board, she also</p>

		gave ideas for strategies we could use to work optimally together.
<u>10. Executive Session</u>	N/A	
<u>11. Adjournment</u>	DR	The motion to adjourn was made and was unanimously passed. The meeting adjourned at 5:14 p.m.
<u>12. Key Dates</u>		<p><b>On 5/25/21 Agenda and Will Be Sent Out on Monthly To-Do List.</b> Committee Chair will confirm if a meeting will be held.</p> <p>June 8–Development–5 p.m.</p> <p>June 8–Finance-6 p.m.</p> <p>June 9–Facilities–4 p.m.</p> <p>June10–PR&amp;E–11 a.m.</p> <p>June 16–G&amp;P–3:00</p> <p>June 29–Trustee Meeting–4:30 p.m.</p> <p><b><u>Save the Date!</u></b> The Road Race will be held virtually June21-July7 and in-person on July 9.</p> <p>July 24-Friends Blueberry Fair Book Sale</p> <p>August 11–Seashore Trolley Ice Cream Night</p>

Respectfully submitted,

Linda DeFelice, Recorder, Kennebunk Free Library Board of Trustees