

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

October 27, 2020 –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 4:31 p.m.
<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> Deb Sampson</p>
<u>2. Review of Agenda</u>		No additions or changes were needed.
<u>3. Review &amp; Accept Minutes of September 29, 2020 meeting</u>	DR/MT	The motion to approve the minutes as amended of the September 29, 2020 Zoom BOT meeting was made, seconded, and passed unanimously.
<u>4. Acceptance of Submitted Reports</u>	DR/LP	Submitted reports approved as written.
October Director's Report		Rosemary and Dan R. thought the Mission Moment was great PR, showing the importance of personal contact in fundraising. Michelle stated that the Mission Moment conveyed the overall approach embedded in relationship building.
Development Committee10/13/20		Rosemary commended the collaboration with RSU 21.
Facilities Committee10/14/20		
Finance Committee10/13/20		
Financial Summary9/30/20		
G&P Committee10/21/20		Dan S. reported the Development Committee is narrowing the compensation range for the Development Director which will drive fundraising. Michelle is making a list of attributes of a successful candidate. Bob clarified that the one goal of the Ambassadors/Development Committee is to get the funds to hire a Development Director.
PR&E Committee10/8/20		Adelaide confirmed that the carpeting project will begin at the end of November. Michelle explained that the moving company, which specializes in libraries and was recommended by other librarians, will

		<p>remove and return the books in order. We are currently under budget which allows us to explore the book moving option.</p> <p>Dan S. clarified that the Newell building lease is for 75, not 99 years. In 41 years, the library will own the building and land.</p> <p>Louise reported that the Library Director's Evaluation Survey had been sent to the Staff, Board, and Friends. She also reviewed the timeline. The G&amp;P Evaluation Subcommittee consists of Louise, Linda D., Rosemary, and Linda MC..</p> <p>Lori noted the Virtual Oktoberfest raised \$265, was attended by 16 households, lasted an hour, and was a great time. This collaboration between PR&amp;E and the Friends was a success. Michelle believed everything went very smoothly for this first-time event.</p>
<u>5. Report from Friends of the Library</u>		<p>Deb reported that about 1/3 to 1/2 of the 100 bags of mixed fiction and non-fiction sold at the October 24 sale. Very few children's books were for sale, and they went fast.</p> <p>The Friends and PR&amp;E will be meeting next week to review the Virtual Oktoberfest event.</p> <p>Deb encouraged attendance at the November 9, 6 p.m. Annual Friends Meeting. Michelle will send out the agenda and Zoom link.</p>
<u>6. Strategic Plan</u>		<p>Michelle did her round of updates which included percentages toward completion from G&amp;P.</p> <p>Rosemary reminded the group that the updated Strategic Plan will be emailed to the Trustees in mid-January, and a portion of the January Board meeting will be devoted to the Plan.</p>
<u>7. Old Business</u>  Committee Sign Up, please proofread  Lending Policy–Second Reading	DR/LMC	The motion to approve the Lending Policy was made, seconded, and passed unanimously.
<u>8. New Business</u>		None

<p><u>9. Announcements &amp; Other Business</u></p> <p>Wreath distribution sign-up</p> <p>Trustee donations for staff party</p>		<p>Michelle updated the wreath distribution sign-up with names of those at the meeting who volunteered.</p> <p>Michelle made a request for donations of \$20 gift cards for the Staff Holiday party; place gift cards in the interior book drop.</p> <p>Those who made thank-you calls to donors described their positive experiences. Donors were appreciative of the staff and how the library is handling the pandemic. The calls help to develop relationships and show appreciation.</p>
<p><u>10. Executive Session</u></p>		<p>N/A</p>
<p><u>11. Adjournment</u></p>	<p>HB</p>	<p>The motion to adjourn was made and was unanimously passed. The meeting adjourned at 5:10 p.m.</p>
<p><u>12. Key Dates</u></p>		<p><b>Upcoming Meetings – Zoom Links On 10/27/20 Agenda and Will Be Sent Out on Monthly To-Do List</b></p> <p>T Nov. 10 – Development 5:00PM  T Nov. 10 – Finance 6:00 PM  W Nov. 11 – Facilities 4:00 PM  W Nov. 18 – G&amp;P 3:00 PM  R Nov. 19 – PR&amp;E 11AM  T Nov. 24 –Trustee Meeting – 4:30 PM</p> <p><b>Save the Dates!</b></p> <p>M Nov. 9–Friends Meeting–6:00 PM  M Nov.16–Wreath Order Deadline–Noon  Sa Nov. 21-Wreath Pickup-10AM-1PM</p>

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