

**KENNEBUNK FREE LIBRARY**  
**BOARD OF TRUSTEES - MEETING MINUTES**  
September 29, 2020

<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 PM
<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> Donna Gomez, Deb Sampson</p>
<u>2. Review of Agenda</u>		No additions or changes were needed.
<u>3. Review &amp; Accept Minutes of August 25, 2020 meeting</u>	HB/AB	The motion to approve the minutes as amended of the August 25, 2020 Zoom BOT meeting was made, seconded, and passed unanimously.
<u>4. Acceptance of Submitted Reports</u>  September Director's Report  Development Committee Minutes from 9/8/20  Facilities Committee Minutes from 9/9/20  Finance Committee Minutes from 9/8/20  Financial Summary from 8/31/20  G & P Committee Minutes from 9/16/20  PR & E Committee Minutes from 9/17/20	AT/RD	<p>Submitted reports approved as written.</p> <p>Linda D. complimented the collaboration with RSU 21 Schools re instructional videos and asked on which websites those videos will reside. Michelle will let us know. Rosemary praised the collaboration with RSU 21 and with the children's librarian at Graves Library on the Middle School book group.</p> <p>Dan S. said meeting with Barbara Powell, former Director of the Concord Free Public Library, helped to sharpen the picture of the type of individual we need for the development position.</p> <p>Dan S. reported on his meeting with Bob Marier regarding the Newell Building and land which will revert back to the library in 65 years. Anne and Madeleine asked several questions, and Dan conveyed that his goal is to straighten out the documentation and report back at the October meeting.</p> <p>Lori announced that the registration link to</p>

		<p>Virtual Oktoberfest with a Twist is live. Suggested donation per household is \$10. After registering, people will receive the Zoom link along with a curated list of links to recipes, music, activity sheets, and more. She noted the good synergy with collaborating with the Friends on this fundraiser.</p> <p>Deb noted that the Friends are thrilled to be part of Oktoberfest. Donna recommended that we invite friends from here and away.</p>
<p><u>5. Report from Friends of the Library</u></p>		<p>Deb reported that Donna has been spearheading the packing of bags by volunteers, and 100 bags are ready to go for the October 17 sale. Children's bags are labeled; other bags are a mix of fiction and non-fiction.</p> <p>Donna made a call for help with set up and take down of the sale and asked volunteers to email her directly.</p> <p>Donna also conveyed that Friends membership is down. Membership runs per calendar year. Michelle will check membership status of Board members.</p> <p>The open VP and Recorder positions are slated to be filled at the next Friends meeting.</p>
<p><u>6. Strategic Plan</u></p>		<p>Committee Chairs should send Notes and Percentages to Michelle.</p> <p>Rosemary explained that the January BOT meeting will focus on the Strategic Plan.</p> <p>Louise reminded us that Committee Chairs will meet twice annually to review progress on the Plan.</p>
<p><u>7. Old Business</u>  Road Race Final Numbers   Annual Appeal Final Numbers   Committee Sign Up</p>		<p>Michelle clarified that every Annual Appeal donor receives a thank you letter.</p> <p>Francois expressed that our Annual Appeal status is quite significant without having anyone in a development position.</p> <p>Committee Membership appears at the end of these Minutes.</p>
<p><u>8. New Business</u>  Carpeting Vote   Lending Policy</p>	<p>LS/DR</p>	<p>Motion made and seconded to approve the quote from Southern Maine Floors for \$23,917.40. Theirs was the most inclusive of the three quotes. They will disassemble</p>

<p>Director Evaluation Protocol</p> <p>Annual Review of KFL Mission Statement</p>		<p>and reassemble all bookshelves and furniture. They will also do the project in sections so we won't need any outside storage. Target date is the end of November/beginning of December.</p> <p>Michelle pointed out that the revised Technology Lending Policy addresses COVID lending, updated costs, and going offsite. Policy will be voted on next month at the second reading.</p> <p>Louise explained the three main changes in the Director Evaluation Protocol: 1.) Findings and recommendations will be presented at the November Board meeting, 2.) Questions will go to the officers of the Friends, and 3.) At Rosemary's prior suggestion, the Committee will meet before meeting with Michelle.</p> <p>The KFL Mission Statement was reviewed. All were in agreement that the Mission Statement will remain just as it is.</p>
<p><u>9. Announcements &amp; Other Business</u></p> <p>Wreath Flyer Distribution</p>		<p>Ruth reported that the prices will remain the same as last year, and she reminded us that the wreaths make lovely gifts for relatives who don't live near here.</p> <p>Flyers for Oktoberfest and the Wreath Sale can be picked up beginning in the late afternoon of 9/30. Adelaide volunteered to post flyers on the bulletin boards in The Mills, Biddeford.</p>
<p><u>10. Executive Session</u></p>		<p>N/A</p>
<p><u>11. Adjournment</u></p>	<p>LMC</p>	<p>The motion to adjourn was made and was unanimously passed. The meeting adjourned at 5:00 PM.</p>
<p><u>12. Key Dates</u></p>		<p><b>Upcoming Meetings – Zoom Links On 9/29/20 Agenda and Will Be Sent Out on Monthly To-Do List</b></p> <p>R Oct. 8 – PR&amp;E 11:00 AM  T Oct. 13 – Development 5:00 PM  T Oct. 13 – Finance 6:00 PM  W Oct. 14 – Facilities 4:00 PM  W Oct. 21 – G&amp;P 3:00 PM  T Oct. 27 –Trustee Meeting – 4:30 PM</p>

		<p><b>Save the Dates!</b>  Sa Oct. 17–Friends Book Sale–1-3 PM  Oct. 23–Oktoberfest–6:00  Oct. 24–Friends Book Sale Rain Date–1-3 PM  Nov. 9–Friends Meeting–6:00 PM  Nov.16–Wreath Order Deadline–Noon  Nov. 21-Wreath Pickup-10-1PM</p>
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Respectfully submitted,  
Linda DeFelice, Recorder  
Kennebunk Free Library Board of Trustees

**Committee Membership 2020-2021**

Development

Dan Stoddard, Chair  
Anne Bertucci  
Henry Bourgeois  
Bob Fiore  
Francois Maudave  
Dan Riggall  
Adelaide Taylor

Facilities

Adelaide Taylor, Chair  
Henry Bourgeois  
Dan Riggall  
Louise Sandmeyer

Finance

Dan Stoddard, Chair  
Bob Fiore  
Rosemary Lavoie  
Francois Maudave

Governance & Policy

Louise Sandmeyer, Chair  
Linda DeFelice  
Francois Maudave  
Linda Miller-Cleary  
Adelaide Taylor  
Madeleine Tunison

Nominations

Dan Riggall, Chair  
Anne Bertucci  
Francois Maudave  
Adelaide Taylor  
Madeleine Tunison

Public Relations & Events

Lori Parkinson, Chair  
Ruth Dater  
Linda DeFelice  
Linda Miller-Cleary