

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

August 31, 2021

<u>Item</u>	<u>People</u>	<u>Action</u>
<u>Call to Order (4:35)</u>	LD	Rosemary stuck in traffic
<u>1.Roll Call and Welcome</u>	LD	<p><u>Trustees Present:</u> Greg Braun, Ruth Dater, Linda DeFelice, Nikki Evans, Rosemary Lavoie, Linda Miller Cleary, Lori Parkinson, Dan Riggall, Louise Sandmeyer, Adelaide Taylor, and Madeleine Tunison</p> <p><u>Trustees Absent:</u> Anne Bertucci, Connie Wood</p> <p><u>Director:</u> Michelle Conners</p> <p><u>Assistant Director:</u></p> <p><u>Friends of the Library:</u> Peg Nelson</p>
<u>2.Review of Agenda</u>	LD	Michelle noted that there would be a committee sign up added to Old Business
<u>3.Review and Accept Minutes of the June 29, 2021, Board Meeting</u>	AT/LMC	The motion to approve the minutes of the June 29, 2021, Zoom BOT meeting was made, seconded, and passed unanimously
<u>4.Acceptance of Submitted Reports</u> <ul style="list-style-type: none"> <li>• Director’s Report</li> <li>• 8/10/21 Development Committee</li> <li>• 8/10/21 Finance Committee with Financial Summary from</li> <li>• 8/11/21 Facilities Committee</li> <li>• 8/12/21PR&amp;E Committee</li> </ul>	DR/LS	<p>Louise mentioned that it was a busy and productive summer, especially for our younger patrons as evidenced in Michelle’s Director’s Report</p> <p>Linda D commented that she enjoyed reading the “mission moments”</p> <p>Slight correction from DR on the DC report. Sixth paragraph should read “...is important that the DD should have a deep sense of and commitment to the Kennebunk/Arundel communities”</p> <p>Linda MC suggested that Development Committee connect with PR&amp;E. This has been suggested before and will be pursued.</p> <p>Finance committee only had two members show up. Dan was unable to attend.</p>

		<p>Michelle went over the clogged sprinkler in need of immediate repair. KFL was unable to get the usual 3 estimates as there is really only one company qualified for the job.</p> <p>Michelle has applied for one of the 10K to 15K grants from the Sewell Foundation. Nikki can lobby for the KFL but will be unable to vote. Nikki thought \$10K would be the most likely grant amount.</p> <p>Adelaide mentioned that there were not enough members of the FC present to approve the vote on the sprinklers.</p> <p>Lori recapped the successful Community Yard Sale. Linda D shared the new event for the holidays. A virtual wine tasting on November 16<sup>th</sup> at 6:00 pm hosted by Lani Dietz (Maine &amp; Vine) with a special focus on wine pairings with holiday cookies. Yum. There will be three trivia questions and three prizes. Wines selected will be under \$20/per bottle.</p>
<p><u>5.Report from Friends of the Library</u></p>	<p>PG</p>	<p>Peg reported on a successful Blueberry Book Sale where the Friends raised \$714 and that the Ice Cream Social at the Trolley Museum brought in \$425 for the KFL.</p> <p>Peg hopes that some of the Trustees will sign up to help with the September 25<sup>th</sup> book sale held during Harvest Fest.</p> <p>The upcoming Friends Zoom meeting is September 13<sup>th</sup> at 5:30 if anyone is interested in joining in.</p>
<p><u>6.Strategic Plan</u></p>	<p>RL</p>	<p>Late fall or early next year for review.</p>
<p><u>7.Old Business</u></p>	<p>RL</p> <p>LS/LD LD/LMC</p>	<p>Library Card Eligibility passed Programming Policy passed</p> <p>Louise made mention to the new BOT members that the policy had previously been read and there was a lot of discussion.</p>

		<p>Lori asked what the expectation is for each BOT member to join committees. Rosemary said at least one, but may members sit on two committees, and it is a great way to get a larger overview of what the BOT is responsible for.</p> <p>Committee sign up will be at the September BOT meeting. Rosemary also noted that anyone is free to sit on other committees at any time.</p>
<u>8.New Business</u>	<p>RL</p> <p>LS/MT</p> <p>DR/LP</p>	<p>Louise mentioned that policies generally need two readings so that any concerns/changes can be made.</p> <p>Imminent items can be voted on immediately. Louise noted that the Ken Joy glass plates and the sprinkler flush were not policies and so she didn't have a problem with voting on them today.</p> <p>"A motion to donate and permanently transfer to the Brick Store Museum the glass plate negatives portion of the Library's Ken Joy Collection, acknowledging that the remaining collection contents remain under the ownership and responsibility of the Library."</p> <p>Kate was thanked for her work with the glass plate and photo collection.</p> <p>Existing sprinkler system was installed in 1995 and has never been flushed. Greg had done some research on this and found that the system should be flushed every ten years, so we are long overdue.</p> <p>It was voted and approved that we go with the recommendations from Eastern Fire. Total cost of \$18,600 was lower than expected \$21K – 22K</p>
<u>9. Announcements and Other Business</u>		<p>Dan thanked Michelle for the virtual Trustee manual that is now available online although he is having difficulty downloading it to Dropbox Michelle said she would check her end to see if something needs to be tweaked. Jon might also be available to help.to</p>

		<p>For those BOT members that have NOT signed the ethics statement, please do so.</p> <p>A reminder to new BOT members to get you photos and bios to Michelle. Thanks</p> <p>Lori mentioned the idea of mentoring the new BOT members. Each new member would be paired with an “old” member to be helpful, answer questions, etc.</p> <p>Dan will mentor Greg Lori will mentor Connie Linda D will mentor Nikki</p> <p>Lori will host the First Annual BOT Potluck Dinner at her house (it will be held outdoors) on Sunday, October 10<sup>th</sup> at 4:30. Family members are welcome! More details to follow</p>
<u>10.Executive Session</u>	N/A	
<u>11.Adjournment (5:20)</u>	DR	
<u>12.Key Dates</u>		<p>Dates on 8/31/21 Agenda for committee meetings will be sent out on Monthly To-Do List. <i>Committee Chair will confirm if a meeting will be held.</i></p> <p><u>Save the Date!</u></p> <p><b>September 13</b> – Friends Meeting @ 5:30 <a href="https://networkmaine.zoom.us/j/82707060679">https://networkmaine.zoom.us/j/82707060679</a></p> <p><b>September 25</b> – Book Sale during Harvest Fest – 8:30 – 12:30</p> <p><b>October 10</b> BOT Potluck Supper at Lori’s house – 4:30</p> <p><b>October 20</b> – Bulb Sale Pickup – 10-2</p> <p><b>October 29</b> – Chamber Trick or Treat – 4-6</p> <p><b>November 16</b> – Virtual Holiday Wine Tasting – 6:30pm</p> <p><b>November 20</b> – Wreath Pickup – 8:30 - 12</p>

Respectfully submitted, Lori Parkinson, Recorder, Kennebunk Free Library Board of Trustees