

**KENNEBUNK FREE LIBRARY
BOARD OF TRUSTEES - MEETING MINUTES
February 27, 2018**

<u>Item</u>	<u>People</u>	<u>Action</u>
<u>Call to Order</u>	HB	The meeting was called to order at 7 pm by Henry Bourgeois, sitting in for Karen Plattes.
<u>1. Roll Call and Welcome Visitors</u>		<p><u>Trustees Present:</u> Henry Bourgeois, Ruth Dater, Paul Dest, Marka Larrabee, Rosemary Lavoie, Linda Lucas, Dan Riggall, Maryfrances Smith, Dan Stoddard</p> <p>Trustees Not Present: Karen Plattes, Louise Sandmeyer</p> <p><u>Director:</u> Michelle Connors <u>Assistant Director:</u> Allison Atkins <u>Friends of the Library:</u> Debbie Redding-Sampson and Julie Ottomano</p> <p><u>Guests:</u> None</p>
<u>2. Review of Agenda</u>		No changes needed
<u>3. Review & Accept Minutes of January 30, 2018 Meeting</u>	DR/ DS	The motion to accept the minutes of the January 30, 2018 BOT meeting was made, seconded, and approved unanimously, with abstentions from Marka and Paul.
<u>4. Acceptance of Submitted Reports</u> <ul style="list-style-type: none"> • Director's Report • Finance Committee Report 2/13/18 • Financial Summary 1/31/18 • G & P Committee Strategic Planning Notes 2/12/18 • PR&D Committee Report 2/6/18 • Road Race Report February 2018 	PD/ ML	<p>The motion to accept the reports was made, seconded, and passed unanimously.</p> <p><u>Director Report:</u> Michelle and all trustees welcomed Allison as the new KFL Assistant Director.</p> <p><u>Finance:</u> KFL is in very good shape financially.</p> <p><u>PR&D:</u> Rosemary clarified that the basket raffle would take place between March 5-27. At 9:30 am on March 5 trustees will gather to stuff baskets. There may be 10-12 baskets with the possibility of more. Deb said the Friends would be supplying a basket.</p> <p><u>Road Race</u> There is a big difference between this year and last year at this time in terms of commitments made and commitments received. There is no worry at this point since the RR is several months away.</p>

<p><u>5. Report from Friends of the Library</u></p>		<p>Debbie reported that the Friends are addressing the three goals identified at the previous Bot meeting: 1) increase membership and extend outreach especially to businesses and summer people, making sure that Friends and KFL goals meld; 2) find better ways to pass on donated books; and 3) increase revenue with new fundraisers.</p> <p>The first book sale of the year generated \$704 and added 13 new members. Next, May 4 is the preview sale with the public sale to be on May 5.</p> <p>The Friends are going to the Better World Book System. KFL will send unwanted/unsold books to them and BWS will sell. It should be very cost effective.</p> <p>April 2 is the next meeting of the Friends. There will be a volunteer appreciation day on April 13; watch for an invitation. In response to a question from Rosemary, Deb explained that this event includes food and small gifts and is organized by the Friends.</p>
<p><u>6. Old Business</u></p>		<p>None.</p>
<p><u>7. New Business</u></p> <ul style="list-style-type: none"> • Investment Account • Allison Atkins as signer 		<p><u>Investment Account:</u> Paul has been advised by Sam Hull and Michelle heard similarly from Portfolio Solutions that an investment account such as KFL has is the way to go. For the past 4-5 years, KFL has been in a fairly conservative, low fee Index Fund, with 60% in stocks and 40% in bonds. KFL directs any changes to the portfolio. KFL is advised to sit tight through ups and downs. "Keep doing what we're doing." Marka asked if we have utilities in the portfolio. Paul responded that he didn't know but that Index Funds usually have utilities. Dan S said we could go to a cash system but that it would be very risky. Rosemary asked about the kinds of bonds in the portfolio; there are government issued, corporate and municipal bonds.</p> <p>Allison will be the co-signer with the following banks: Camden National Bank (petty cash account); Kennebunk Savings Bank (Savings account and checking account); and Peoples United Bank (Petty cash account and safe deposit box).</p>
<p><u>8. Strategic Plan</u></p>		<p>Linda reported that G&P is working with Starboard to develop lists/names of people to interview individually and to be in focus groups. Questions will be tweaked to be appropriate to different groups. Scott Schnapp from Starboard will be conducting a focus group with KFL staff on February 28.</p> <p>A sub-group of G&P met to discuss environmental scanning. Linda will head up the effort to do the community profile, which will include Arundel, with assistance from Maryfrances as needed. Michelle and</p>

		<p>Allison will take the lead on providing “in-house” data, assisted by Henry and Maryfrances as needed. Linda will explore technology/issues/crystal ball, assisted by Michelle. and Allison.</p> <p>Trustees are requested to put May 21 from 3-8 pm on their calendars for a BOT retreat to address the strategic plan. This event will occur instead of the usual May BOT meeting.</p> <p>Rosemary asked if planned giving will be part of the strategic plan. Dan S said that we have an endowment so planned giving is possible. We need to understand the most cost effective way of planned giving. Dan reports that his contacts say having a dedicated full-time staff member for planned giving is most effective, which is not a likely possibility for KFL at this point. Still, we need to address planned giving and it will likely be part of the strategic plan we develop.</p>
<p><u>9. Announcements & Other Business</u></p> <ul style="list-style-type: none"> • Pi Day Set Up • March Madness Set Up 		<p>Michelle passed around a Pi Day sign up sheet. She will also send out a reminder sheet about the basket event to be held March 5-27.</p> <p>Rosemary brought up the issue of library safety. Michelle says that programs such as CopSync are in place and that staff are periodically trained in its use as well as other safety and emergency protocols (CPR, first aid). Michelle recently read an article on library safety in the Library Journal, and she recommends that we update our emergency plan. Given recent events, we are all concerned about safety in the library.</p>
<p><u>10. Executive Session</u></p>		<p>None.</p>
<p><u>11. Adjournment</u></p>	<p>DR</p>	<p>The motion to adjourn was made by Dan R and was unanimously approved. The meeting adjourned at 8 pm.</p>

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