

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

November 30, 2021

<u>Item</u>	<u>People</u>	<u>Action</u>
<u>Annual Meeting Call to Order (4:30)</u>	RL	Rosemary welcomed everyone and noted that all trustees were in attendance.
<u>1.Roll Call and Welcome</u>	RL	<p><u>Trustees Present:</u> Anne Bertucci, Greg Braun, Linda DeFelice, Ruth Dater, Nikki Evans, Rosemary Lavoie, Linda Miller Cleary, Lori Parkinson, Dan Riggall, Louise Sandmeyer, Adelaide Taylor, Madeleine Tunison, Connie Wood</p> <p><u>Trustees Absent:</u></p> <p><u>Director:</u> Michelle Conners</p> <p><u>Assistant Director:</u> Allison Atkins</p> <p><u>Development Director:</u> Anita Randall</p> <p><u>Friends of the Library:</u> Peg Nelson, Risa Oganessoff Heersche</p>
<u>2.Review of Agenda</u>	RL	
<u>3.Review and Accept Minutes of the October 26, 2021, Board Meeting</u>	DR/LMC	Accepted
<u>4.Acceptance of Submitted Reports</u> <ul style="list-style-type: none"> <li>• Director's Report</li> <li>• 11/9/21 <b>Development Committee</b></li> <li>• 11/9/21 <b>Finance Committee with Financial Summary 10/31/21</b></li> <li>• 11/11/21 <b>Facilities Committee</b></li> <li>• 11/11/21 <b>PR&amp;E Committee</b></li> <li>• 11/17/21 <b>G&amp;P Committee</b></li> </ul>	GB/DR	<ul style="list-style-type: none"> <li>• Special recognition for all of Leroy's extra work by Michelle. Rosemary wrote a note on behalf of the BoT thanking Leroy for his efforts.</li> <li>• Two trustees have not submitted their evaluation forms. Staff and officers of the Friends had 100% response.</li> <li>• Wreath Sale and Virtual Wine tasting were a success. Linda noted that we had 28 registrants (\$280) and an additional \$70 in donations for a grand total of \$350!</li> </ul>
<u>5.Report from Friends of the Library</u>	PN/RO	<ul style="list-style-type: none"> <li>• Risa reported that at the Friends Annual Zoom meeting on Nov15<sup>th</sup> Dan, Linda D and Anita attended.</li> <li>• Donna was given a KFL SWAG bag for her retirement as President of the Friends.</li> <li>• Deb Redding Sampson will be VP in 2022</li> <li>• Friends are still looking for a President</li> <li>• Peg and Risa will act as co-liaisons to</li> </ul>

		<p>the BOT.</p> <ul style="list-style-type: none"> <li>Giddy Worm is the new scanning system that is now in place to determine if there is any value in the donated books.</li> <li>Book Sorting Committee will be formed and will meet on a regular basis.</li> <li>Prelude Pop-Up Sale will be ongoing for two weeks starting with the first weekend of Prelude (Thursday, Dec 2) and ending the second weekend (Sunday, Dec 12)</li> </ul>
<u>6.Strategic Plan</u>	RL	<ul style="list-style-type: none"> <li>No updates</li> </ul>
<u>7.Old Business</u>	RL	<ul style="list-style-type: none"> <li>Annual Appeal Summary. Annual Appeal donations are grouped with Fundraisers. FY 2021 was \$110,754.</li> <li>A plan for “thank you” calls is being worked on.</li> <li>The new “Holiday Giving” appeal organized by Anita has raised \$900 from 8 donations. Three of the donations were first time donors.</li> <li>Louise suggested that the Fireside Readers (donors who give \$1000 or more) should get special attention from Anita.</li> </ul>
<u>8.New Business</u>	RL DR	<ul style="list-style-type: none"> <li>First reading of the <i>Reading Room Use Policy</i> found in November board packet</li> <li><b>Budget description and review.</b> Dan gave a detailed overview of the budget for a 501.C.3 nonprofit organization and would like to give us a written version of his review to have for our files early in the new year.</li> <li><b>Highlights:</b> KFL is an independent organization not appointed by the town of Kennebunk. KFL works closely with the accounting firm of Cummings &amp; Lamont &amp; McNamee.</li> <li>The ToK “gifts” us each year a certain amount of money. Michelle will present our 2022/23 budget to the town in February with our request for funds. We are not guaranteed to receive the amount requested. The Finance Committee has a non-BoT member, Michael Brigham . His role is a voting committee member considered a community member.</li> <li><b>Compensation Committee</b> update from Rosemary. The committee will plan to meet once before the end of the</li> </ul>

		year, and will be recommending little, if any changes, for 2022. Starting in new year the committee will focus on a philosophy and strategy for compensation, plus rewards and recognition when needed.
<u>9. Announcements and Other Business</u>	AT	<ul style="list-style-type: none"> <li>• <b>Nominations Committee</b> update from Adelaide. A survey will be sent to all BOT members to evaluate our skills, qualifications, commitment, and values next week. Please fill it out before Christmas so that Nominations can start in January.</li> </ul>
<u>10. Executive Session</u>		N/A
<u>11. Adjournment (4:46)</u>	DR	
<u>12. Key Dates</u>		<p><b>No Board of Trustee or committee meetings in December!</b></p> <p><u>Save the Date!</u></p> <ul style="list-style-type: none"> <li>• December 2-12. Friends Pop Up Prelude book sale</li> <li>• T Jan 23–Trustee Meeting <b>3:00 p.m.</b></li> </ul> <p><a href="https://networkmaine.zoom.us/j/85600118767">https://networkmaine.zoom.us/j/85600118767</a></p>

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