

**KENNEBUNK FREE LIBRARY
BOARD OF TRUSTEES - MEETING MINUTES
January 30, 2018**

<u>Item</u>	<u>People</u>	<u>Action</u>
<u>Call to Order</u>	KP	The meeting was called to order at 7 pm.
1. <u>Roll Call and Welcome Visitors</u>		<p><u>Trustees Present:</u> Henry Bourgeois, Ruth Dater, Rosemary Lavoie, Linda Lucas, Karen Plattes, Dan Riggall, Louise Sandmeyer, Maryfrances Smith, Dan Stoddard</p> <p><u>Trustees Not Present:</u> Paul Dest, Marka Larrabee</p> <p><u>Director:</u> Michelle Conners <u>Friends of the Library:</u> Donna Gomez <u>Guests:</u> Madeleine Tunison, and Jeff Wahlstrom and Scott Schnapp from Starboard Consulting</p>
2. Strategic Plan 2018-2023 <ul style="list-style-type: none"> • Starboard Introductions 		<p>Jeff Wahlstrom and Scott Schnapp from Starboard Consulting in Bangor introduced themselves and gave a brief overview of the strategic planning process we will engage in from now to August 2018. They distributed a KFL Planning Process and Timeline document (see attached) which was discussed and modified slightly. The timeline will be extended through August to allow extra time needed because of the fiscal year end and the Road race. Jeff will update the document as needed and forward it to Michelle along with a contract.</p> <p>Linda gave Jeff a document with previously collected input from the BOT about what they wanted from the planning process and the outcome.</p> <p>G&P will form the steering committee for the effort, and all Trustees will participate at board meetings and at G&P meetings they wish to attend.</p> <p>G&P meetings have been scheduled as follows: Monday, February 12 from 12-2 pm (focus on stakeholder identification and plans for contact) Monday, March 5 from 12-2 pm Monday, April 9 from 12-2 pm Monday, May 14 from 12-2 pm</p> <p>The BOT board meeting scheduled for May 29 has been canceled. The BOT will meet from 3-8 pm on Monday, May 21 to engage in a planning retreat that will address vision, mission, strategic priorities and objectives for the strategic plan.</p> <p>Trustees are asked to identify key individual and group (C of C? Rotary? Town folk?) stakeholders who can help us think about future needs of KFL, and the best way to reach out to these individuals or groups. Information can be given any time to Michelle or G&P (the sooner the better), or Trustees can attend the March 5 meeting and provide input.</p>

<p><u>3. Review of Agenda</u></p>		<p>Note G&P meeting and BOT meeting changes and additions.</p>
<p><u>4. Review & Accept Minutes of Previous Month's Meeting</u></p>	<p>HB/ LS</p>	<p>There was one correction to the minutes; change "John" to "Jon." The motion to accept the corrected minutes of November 28, 2017 was made, seconded, and passed unanimously.</p>
<p><u>5. Acceptance of Submitted Reports</u></p> <ul style="list-style-type: none"> • Director's Report • Facilities Committee Report 1/10/18 • Finance Committee Report 1/9/18 • Financial Summary 11/20/17 and 12/31/17 • G & P Committee Report 1/11/18 • PR&D Committee Report 1/11/18 • Road Race Report January 2018 	<p>LL/ MS</p>	<p>The motion to accept the reports was made, seconded, and approved unanimously with the following comments: <u>Director's Report</u>: Very thorough report, great array of activities. <u>Facilities</u>: There are new inserts in the windows and they look great! <u>Finance</u>: Trustees are intrigued by the idea of a tech librarian. <u>PR&D</u>: Trustees are asked to help with basket donations for the March 5-27 sale; they are also asked to donate a bottle of wine. The art auction brought in approximately \$1190. <u>Road Race</u>: We are a bit behind in sign ups but that is not a concern at this point.</p>
<p><u>6. Report from Friends of the Library</u></p>		<p>Donna reported that Friends met in the beginning of January and set three goals: 1) increase membership and outreach, especially to businesses and summer people; 2) find better ways to pass on donated books to organizations; and 3) increase revenue with new fund raisers. Donna and Friends reached out to Friends organization in the area to ask what worked for them. Wells Library Friends do a big craft sale. Other groups send out an appeal letter. One library had a Christmas shopping room just for kids. Lewiston can no longer complete with the Dempsey Challenge. Some groups meet rarely, others meet frequent, and some groups never meet but only communicate online. Donna said the main feeling from the information survey was that KFL Friends are on the right track. KFL has more book sales than any other group. People need to know where the proceeds from the Friends fund raisers go; this could be advertised in the newsletter and at all events. Karen suggested making a bookmark to had out at book sales that would have this information. All were disappointed that the State of Maine Friends group had disbanded because they believe all libraries need the support.</p>

<p><u>7. Old Business</u></p> <ul style="list-style-type: none"> • G&P Recommendations of benefits • Committee Listing Update 	<p>KP/ LS</p>	<p>Michelle summarized the benefits handout and explained the need to move from a 403b to a 401k plan. A motion was made and seconded to accept the G&P recommendation that change was needed and it passed unanimously. Michelle will contact Healy & Associates to proceed.</p>
<p><u>8. New Business</u></p> <ul style="list-style-type: none"> • Change from 403b to 401k 	<p>HB/ DS</p>	<p>The motion to change from a 403b to a 401k plan was made, seconded, and passed unanimously.</p>
<p><u>9. Announcements & Other Business</u></p>		<p>The annual KFL budget presentation to the town will occur at 6 pm on Thursday, February 1. All Trustees are encouraged to attend. The Wells Library expansion was funded through Wells, after its director went back to the town with a second, more conservative plan. Graves Library in Kennebunkport has also had a major expansion. We need to think about how we might be able to effect an expansion of KFL.</p>
<p><u>10. Executive Session</u></p>		<p>There was no Executive Session.</p>
<p><u>11. Adjournment</u></p>	<p>DS/ LS</p>	<p>The motion to adjourn was unanimously approved and the meeting adjourned at 7:56 pm.</p>

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

Minutes approved by the BOT at its meeting on February 27, 2018.