

**KENNEBUNK FREE LIBRARY  
BOARD OF TRUSTEES - MEETING MINUTES  
January 31, 2017**

<u>Item</u>	<u>People</u>	<u>Action</u>
<u>Call to Order</u>	KP	Meeting called to order at 7 pm.
<u>1. Roll Call and Welcome Visitors</u>		<p><u>Trustees Present:</u> Henry Bourgeois, Pat Carls, Paul Dest, Marka Larrabee, Linda Lucas, Risa Oganessoff Heersche, Karen Plattes, Deborah Redding-Sampson, Dan Riggall, Joy Russo, Maryfrances Smith, Dan Stoddard.</p> <p><u>Trustees Not Present:</u> John Buraczynski, Laura Curtis, Ann Hibbard.</p> <p><u>Director:</u> Jill LeMay</p> <p><u>Assistant Director:</u> Michelle Connors (absent)</p> <p><u>Friends of the Library:</u> Donna Gomez</p> <p><u>Guests:</u> None</p>
<u>2. Review of Agenda</u>		No changes needed.
<u>3. Review &amp; Accept Minutes of Previous Month's Meeting on November 29, 2016</u>	ROH/ PD	The motion to accept the minutes was passed unanimously, with abstentions by Marka and Maryfrances.
<u>4. Acceptance of Submitted Reports</u> <ul style="list-style-type: none"> <li>• Director's Report</li> <li>• Facilities Committee Report 12/14/16 and 1/25/17</li> <li>• Finance Committee Report 12/15/16 and 1/10/17</li> <li>• Financial Summary 11/30/16 and 12/31/16</li> <li>• G &amp; P Committee Report 12/13/16</li> <li>• PR&amp;D Report 12/21/16 and 1/10/17</li> <li>• Road Race Report January 2017</li> </ul>	PD/DRS	<p>The motion to accept submitted reports was unanimously accepted, with the following comments:</p> <p><u>Director's Report:</u> Dan R. suggested that we get a list of staff and their positions; Jill will get it to Trustees in two weeks when new staff have been hired. Joy said the Kennebunk High School had to abandon the summer reading list because creating it was very time consuming and there was no longer staff to do it. She said KHS will supply any book requested. Jill said KFL will prepare a list. Deb commented that the book trailers that Melissa is doing are great.</p> <p><u>Finance Committee:</u> Dan S. on the Finance Committee will be exploring the creation of an endowment fund. The difference between an endowment fund and an investment fund is that an endowment fund is more stable in the sense that money stays in the fund and can't be moved. An investment fund, on the other hand, can have money removed; for example, the town could request that KFL withdraw money from such a fund. Trust and endowment funds are now tax free which makes such funds attractive. Jill encouraged all trustees to attend the town budget hearing which will be on Thursday, January 6 at 6 pm in room 301 of the Town Hall.</p> <p><u>Financial Summary:</u> Jill noted that employee health insurance costs go up and down depending on what</p>

		<p>employees sign up for.</p> <p><u>PR&amp;D</u>: The goal of the art sale was \$2000 and it made \$2479. Deb said remaining art may be advertised on Craig's List. Deb thanked the board for supporting baskets for the Cabin Fever Reliever. Tickets go on sale on January 31; \$40 per ticket or, until February 14, two for \$75 in a "sweetheart deal." Jill handed out posters for all trustees to distribute to advertise the Cabin Fever Reliever to be held on March 4.</p> <p><u>Road Race</u>: "Dill" is the color for 2017! This is the 20<sup>th</sup> annual road race, not the 19<sup>th</sup>. Jill said events will be scheduled regularly to stimulate interest and to remind people that it is the 20<sup>th</sup> year of the race.</p>
<p><u>5. Report from Friends of the Library</u> Help needed for Feb 4 book sale</p>		<p>Donna reported on activities of the Friends. The group met on January 9<sup>th</sup> and discussed viability of the Prelude book sale in early December. It was a lot of work with little return; \$500 for books and \$200 for baked goods, possibly because of many competing events. The group may not have it next year. The Friends currently have 70 members and the goal is to have 100. Membership solicitation will be ongoing and Donna encourages annual membership renewal. Friends are discussing a two year term limit. There have been two "book sorting parties," with six at the first on January 24 and two at the second on January 26. Donna wants to limit donations of free books to KFL. Under consideration is the idea of posting signs in the library that outline acceptable donations and that state that textbooks, manuals, etc., are not being sought. Friends will have an appreciation event on April 7 from 4-6 pm. Refreshments will be served.</p>
<p><u>6. Old Business</u> Report from Maryfrances on the Association of Professional Fundraisers Conference</p> <p>2013 Energy Audit</p>		<p>Maryfrances reported on her attendance at the APFC. Her excellent and detailed report will be attached as a separate document for trustees for the February meeting.</p> <p>Dan S also attended the conference and he contributed many comments to the discussion. Experts at the conference advised choosing fund raising events wisely and not to have too many per year. 20% of the people donate 80% of the money. We must learn to tailor our approach to a person's situation, for example, it might be appropriate to request a bequest from an older person. There are ways to find out what giving potential people have. Our next Long Range Plan must address the importance of consistent cultivation of big and small donators, as well as the possibility of establishing a standing committee to address this issue. We need to have a plan in place and to work it regularly. PR&amp;D should continue to discuss a strategy and plan.</p> <p>Energy Audit: This was an information item only; no discussion occurred.</p>

<p><u>7. New Business</u> Confirmation vote of CLM Report and 990</p> <p>Poster Distribution for Cabin Fever Reliever</p>	<p>HB/ ROH</p> <p>T</p>	<p>The motion to accept the CLM Report and 990 passed unanimously.</p> <p>Trustees took copies of the poster; Jill requested that they be distributed ASAP.</p>
<p><u>8. Announcements &amp; Other Business</u> Staff Thank You Note</p>		<p>Assistant Director Michelle Conners has a new baby girl, Sophia Hope! A card was circulated. Staff thank you notes were circulated.</p>
<p><u>9. Executive Session: Personnel</u></p>	<p>DRS/ PD</p>	<p>The motion to go into Executive Session was unanimously approved. The board went into ES at 8:12 pm and it went out of ES at 8:17 pm.</p>
<p><u>10. Adjournment</u></p>	<p>PD/ ROH</p>	<p>The motion to adjourn was unanimously approved and the meeting adjourned at 8:17 pm.</p>

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

Unanimously approved by the KFL Board of Trustees at its February 28, 2017 meeting.