

**KENNEBUNK FREE LIBRARY  
BOARD OF TRUSTEES - MEETING MINUTES  
August 30, 2016**

<u>Item</u>	<u>People</u>	<u>Action</u>
<u>Call to Order</u>	KP	Meeting called to order at 7:00 PM
<u>1. Roll Call and Welcome Visitors</u>		<p><u>Trustees Present:</u> Henry Bourgeois, Pat Carls, Paul Dest, Christine DiVincenzo, Marka Larrabee, Linda Lucas, Risa Oganessoff Heersche, Karen Plattes, Deborah Redding-Sampson, Dan Rigall, Maryfrances Smith, Dan Stoddard</p> <p><u>Trustees Not Present:</u> John Buraczynski. Joy Russo</p> <p><u>Director:</u> Jill LeMay</p> <p><u>Assistant Director:</u> Michelle Conners</p> <p><u>Friends of the Library:</u> Donna Gomez</p> <p><u>Guests:</u> None</p>
<u>2. Review of Agenda</u>	KP	Correction: PR & D will meet at 4 pm on 9/21/16.
<u>3. Review &amp; Accept Minutes of Previous Month's meeting</u>	ROH/ PD	<p>Minutes were unanimously approved with one abstention.</p> <p>Abstaining: Marka Larrabee, absent from previous meeting</p>
<u>4. Acceptance of Submitted Reports</u> <ul style="list-style-type: none"> <li>• Director's Report</li> <li>• Facilities</li> <li>• Finance Update</li> <li>• Financial Summaey</li> <li>• Governance &amp; Policy Report</li> <li>• PR&amp;D Report</li> <li>• 19<sup>th</sup> Road Race Final Report and Revenue Report</li> </ul>	DRS/ ML	<p>Motion to accept the submitted report was unanimously approved, with a typo noted in the G &amp; P report.</p> <p>Dan (Facilities) has 3 appointments with companies to discuss bids on the parking lot, with another 3 likely. Back stairs repair should be completed before winter.</p> <p>Congratulations to everyone, especially Teri, for a successful event. Teri has signed on for next year; the 20<sup>th</sup> annual road race.</p>
<u>5. Report from Friends of the Library</u>		Donna reported that the July 23 book sale was a success, with 11 new Friends signing up at the sale and another two Friends signing up at the pre-sale. Donna passed out the new Friends brochure. Friends continue to explore marketing strategies including benefits to Friends such as two-for-one sales, a free paperback with a sale, etc. The next Friends meeting is 9/24/16 at 10 am.
<u>6. Old Business:</u> CIPA		The CIPA policy has already been approved. Documents distributed are FYI.

<p>Annual Appeal; F16 Report</p> <p>Trustee Job Description Revision re Bequests</p> <p>Trustee Calendar FY17</p> <p>Trustee List FY17</p> <p>Committee Membership FY16 Sign Up</p>		<p>Jill noted that there were 35 first time donors this year. Dan S. asked why there was such a large drop off in the number and dollar amount of big donors. Jill said that if the \$15,000 Sewell grant were added in the gap would not be so large. Karen commented that we should look at donors in the top categories and try to figure out how we could "bump them up" into the next category.</p> <p>New language has been inserted into the Finance Committee List: "Monitor the allocation of unrestricted bequests and gifts in consultation with the Library Director."</p> <p>No comments or questions about the calendar.</p> <p>Pat's home phone number should be deleted.</p> <p>Facilities: Dan S*, Paul, Marka, Karen. Public Relations &amp; Development: Deb*, Linda, Karen, Maryfrances, Christine, Dan R. Governance and Policy: Pat*, Linda*, Joy, Marka, Dan R, Henry. Finance: Paul*, Risa, Dan S, Henry Chair(s)* Note: John and Joy were absent and will sign up for committees later.</p>
<p><u>7. New Business:</u></p> <p>KFL Conflict of Interest Policy &amp; Ethics Statement for Public Library</p> <p>Meeting Ground Rules</p> <p>Vote to transfer \$22,610 to Investment Account</p> <p>Adjusting Signatures on investment accounts</p>	<p>DR/ML</p>	<p>No comments or questions.</p> <p>KFL board minutes are posted on the website after they are approved by the Board.</p> <p>Unanimously approved. Paul reports that KFL is in "good shape" and that we are able to make this allocation.</p> <p>Four people need to be on the accounts: Karen, Paul, Jill and Michelle.</p>
<p><u>8. Announcements &amp; Other Business</u></p>		<p>Jill noted that Sep 27 is the "annual meeting" and that all should make the effort to attend. A group photo will be taken after the meeting.</p> <p>Jill reported many positive comments about the library via emails and the website. One little girl had a lemonade stand to benefit the library and she contributed \$25.</p>
<p><u>9. Executive Session</u></p>		<p>No Executive Session was needed. Karen explained the purpose and procedure of ES to the new trustees.</p>

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<u>10. Adjourn</u>	DS/PD	Motion to adjourn unanimously approved at 7:49 PM.

Minutes of August 30, 2016 meeting unanimously approved at September 27, 2016  
KFL Board of Trustees meeting.

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