

Kennebunk Free Library
Board of Trustees – Meeting Minutes
October 28, 2025

Call to Order: Meeting was called to order at 4:30 pm.

1. Roll Call and Welcome Visitors:

Trustees present: Bill Behre, Greg Braun (Zoom), Laura Dauphinais, Laura Lancaster (Zoom), Vicki Lyons, Rachael Magill, Kate Ostell, Jim Perry, Judy Pitchforth

Trustees absent: Danelle Quinn

Staff present: Michelle Conners, Executive Director; Allison Atkins, Assistant Director; Anita Randall, Development Director

Friends of the Library: Sarah Lucchesi

2. Review of Agenda: A discussion of the staff holiday party was added under 8. Announcements and Other Business. There will be an Executive Session.

3. Review and Accept Minutes of September 30, 2025, Board Meeting: A motion made by Laura D., seconded by Bill to accept the minutes of September 30, 2025, meeting was approved unanimously.

4. Acceptance of submitted reports: A motion was made by Bill, seconded by Judy, to accept the submitted reports. Discussion followed.

- Director's Report:
 1. KFL's book wholesaler, Baker and Taylor, abruptly went out of business last month. KFL reactivated an old account with Ingram. However, since many libraries are also trying to purchase from them now, it will take a while for adjustments to be made. This will delay books' arrival and processing such as covering, creating more work for staff. Allison has worked out a collaboration with Octopus Books in town to obtain books at a discount.
 2. Anita has asked for personalized donor notes on Holiday Giving donor mailings. One can either identify individuals you'd like to contact and let Anita know or look through the updated list of recipients when it is finalized and pick from that or even pick names as you are folding and stuffing the mailings. Preparation of about 4,000 mailings will start early November to be at the Post Office in the third week of November.
 3. The server migration is almost complete, with some issues still being resolved.
- Expansion Steering Committee: Candidates for Owner's Project Manager have been narrowed to 2-3 candidates. Interviews are this week with possible selection by next week.

- Governance and Policy: By the end of the year all policies will say “Executive Director” rather than “Library Director”. Other policies are being updated.
- Facilities: Chimney and gutter work were done recently.
- Finance: The committee will coordinate with Anita regarding Strategic Plan action item measuring sticks. Anyone interested in discussing this is welcome at the next meeting.
- Outreach and Stewardship: Bill thanks everyone who distributed wreath sale flyers. Please email Bill with any business no longer wishing to display flyers or new businesses who would like to for next year. All slots have been filled for the wreath distribution morning.

Vote to accept the submitted reports was unanimous.

5. Report from Friends of the Library: Sarah reported there has been no Friends meeting since the last Board meeting. The October book sale made \$623 and added one new member. Thirteen coupons given at the Arundel Heritage Day were used by people with a new or existing KFL card. Judy will have a table in Arundel for voting day, and Sarah suggested providing Friends applications then. The next book sale will be during the May Day Festival on May 2, 2026. There may be some pop-up sales before then. Membership drive lasts from now through the end of the year. There are 70 members now, an all-time high, with hopes of continued growth. Next meeting is November 3 at 5:30pm.

6. Old Business:

- Employee Grievance Policy: A motion to approve the Employee Grievance Policy made by Bill, seconded by Jim passed unanimously.
- By-Laws: A motion made by Laura D. seconded by Jim to approve the By-Laws passed unanimously.

7. New Business:

- Naming Rights Policy: Danelle sent in some changes, and some typos have been fixed. It has been through G&P twice. A motion to approve the Naming Rights Policy was made by Jim, seconded by Judy passed unanimously.
 - Special Collections Management Policy: A discussion of the section numbers ensued; they have been removed and section heading remain.
 - Gift Acceptance Policy & Guidelines:
 - Development Policy: Some corrections were suggested.
- The three policies will go back to G&P for the second review.

8. Announcements and Other Business:

- Staff Holiday Party: There will be a Staff Holiday Party December 4 at Garden Steet Bowl. Michelle invites any Board member who wishes, to give a cash donation or Garden Street Bowl gift card to support the celebration. If you go in to get a gift card, make sure to say it is in support of the library.
- Sustainable Library Initiative Member Spotlight: This month KFL cats were featured.

A motion to adjourn to Executive Session was made by Bill, seconded by Jim approved at 4:57pm.

9. Executive Session: A motion to return to regular session was made by Greg, seconded by Jim at 5:04pm.

10. Adjournment: A motion to adjourn was made by Bill, seconded by Jim at 5:04pm.

Respectfully submitted by Kate Ostell, Recorder