

Kennebunk Free Library
Board of Trustees – Meeting Minutes

Draft – October 29, 2024

Call to Order: Vicki Lyons, president, called the meeting to order at 4:30 pm at KFL and on zoom.

1. Roll Call and Welcome Visitors:

Trustees present: Greg Braun, Beth Crowe, Laura Lancaster, Vicki Lyons, Linda Miller-Cleary, Kate Ostell, Jim Perry, Judy Pitchforth

Trustees absent: Laura Dauphinais, Linda DeFelice

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

Friends of the Library: Kathy Porter, co-liaison; Bob Porter, co-liaison; Risa Oganessoff Heersche

2. Review of Agenda:

Discussion of the Strategic Plan will be condensed into one item, #6.

Anita was asked to update the Board on Holiday Giving.

An executive session on the agenda.

3. Review and Accept Minutes from Sept. 24, 2024, Board Meeting:

Linda DeFelice offered amendments to the minutes. Motion was made by Linda M-C and seconded by Beth C to accept the minutes as amended. Passed unanimously.

4. Acceptance of submitted reports:

- Director's Report: Michelle reported seven staff members were able to attend the New England Library Association conference in Portland recently, the first time in 10 years it has been nearby. It was well attended, and staff found the experience very useful.
- Finance (10/8/24 and Financial Statement 9/30/24): Greg said the minutes are straight forward. The committee is still waiting for the final piece from the accountant to conclude the June report.
- Public Relations and Events (10/8/24): Laura L. reported the Fall Wine Tasting will be 11/12 at the Dane Street Center. The Holiday Wreath Sale still needs a few volunteers for the distribution Sat. Nov. 23. An event at Creative Soul is still TBD.
- Facilities (10/8/24): Michelle reported the repaired windows will be delivered the week of 11/11 and should be re-installed by the end of November. She has submitted the paperwork for reimbursement.
- Governance and Policy (10/10/24): Judy reported the language of the By-Laws is being updated for consistency. The committee is considering allowing youth and teens on the Board and what the motives and expectations are.

A motion to accept the submitted reports was made by Judi P., seconded by Jim P. and was passed unanimously.

- 5. Report from Friends of the Library:** Risa stated this is her last meeting as liaison. The HarvestFest Book Sale was very successful, netting \$785. Books were a great buy, 10/\$1 for children's books, which was very popular among children, parents and teachers! The next book sale is May 3, 2025. Better World Books sent a check for \$140, so the Friends earned \$925 this month. The next meeting is Nov. 4 at 5:30 on zoom. A vote will take place for Kathy and Bob Porter for leadership and Sarah Lucchesi for liaison.
- 6. Strategic Plan:** Michelle reported the Plan is basically finalized but is asking for any further comments on font, color, alignment etc. to be sent her ASAP. Linda DeF. sent an email saying she's sent Michelle some suggestions re the colors. After the Board accepts it, the Plan will be ready to begin implementation. There will be a gathering at the Library Nov. 19 from 4-6 pm to officially announce the Plan and to thank the Community for it's input and help. Strategic Plan committee members will be available. Anita thanked Michelle for her leadership on this project. KFL saved about \$19,000 by not hiring an outside consultant for the job. Anita and the Board members congratulated Michelle on a job very well done. A motion to accept and adopt the plan with amendments was made by Jim P., seconded by Beth C., passed unanimously. (Laura D. and Linda DeF. emailed their votes in support.)
- 7. Old Business:** Inter Library Loan use is increasing. It is not yet a seamless process but is improving. There have been adjustments as the new vendor finds right-sized vehicles. Allison will be meeting with them to provide feedback.
- 8. New Business:** Strategic Plan vote under #6
- 9. Announcements and Other Business:**
Wreath sales have begun. The link is up, an announcement is in the newsletter and flyers have been posted. There is still the need for volunteers for distribution 11/23. There have been 70 sales so far with 2 weeks to go. In recent years 190-200 wreaths have been sold. Staff recognition Holiday Party is coming up at the Garden St. Bowl. Contributions from the Trustees are welcome.
Anita discussed the Holiday Giving campaign. A total of \$12,000 (vs. \$5000 last year) in matching pledges has been made by Trustees, Staff, Cole Harrison, the Harringtons, and Tom Hartfield and Mimi Gurbst. \$45,000 is this year's goal, so KFL is in good shape. Volunteers will be needed to assemble the 3500-4000 pieces of mail. Sarah will send out a sign-up sheet in early November. Anita asked Trustees to help write personal notes to anyone they know personally.
Vicki said that Maine State Librarian, Deb Clark, announced that United for Libraries is offering grants to Friends. Vicki forwarded the email to KFL Friends leadership.
- 10. Adjourn to Executive Session at 5:01 pm:** Request for reconsideration
- 11. Adjourn:** At 5:28 pm

Next Board of Trustees Meeting: November 26, 2024, 4:30 pm

Respectfully submitted, Kate Ostell, Kennebunk Free Library Board of Trustees Recorder