

Kennebunk Free Library  
Board of Trustees – Meeting Minutes  
November 25, 2025

**Call to Order:** Vicki called the meeting to order at 4:30pm

**1. Roll Call and Welcome Visitors:**

Trustees present: Bill Behre, Laura Dauphinais, Laura Lancaster (Zoom), Vicki Lyons, Kate Ostell, Jim Perry, Judy Pitchforth, Danelle Quinn (Zoom)

Trustees absent: Greg Braun, Rachael Magill

Staff present: Michelle Conners, Allison Atkins, Anita Randall

Friends of the Library: Sarah Lucchisi

**2. Review of Agenda:** Nominations Committee will be discussed in New Business.

There will be no Executive Session.

The Expansion Steering Committee meeting of 11/24/25 will be an update not a report.

**3. Review and Accept Minutes of October 28, 2025, Board Meeting:** A motion made by Laura D., seconded by Bill to accept the Minutes of the October 28, 2025, Board Meeting passed unanimously.

**4. Acceptance of submitted reports:** A motion to accept the submitted reports was made by Laura D. and seconded by Judy. Discussion:

- Director's Report: Gutters are finished and paid for. Thanks were given to Octopus Bookstore for their help with book purchases.
- Expansion Steering Committee 11/6/25 Report and 11/24/25 Update:
  1. Nothing to add regarding the 11/6/25 Report.
  2. On 11/24/25 a meeting was held with representatives from the firm who will be KFL's consultant on Constructability and Materials and from the firm who will serve as Owner's Program Manager for Phase One planning. Roles, responsibilities and basic timeline were outlined. The work will begin in January 2026.
- Facilities: Nothing besides completion of gutter work completed as noted above.
- Finance:
  1. Vicki reported Michelle is working on different budget scenarios with Town hearings expected in February or March 2026. Board members may be asked to provide support.
  2. The Review of FY25 Financial Statements and FY Form 990 are underway.
- Outreach and Stewardship Committee:
  1. Wreath sales were somewhat decreased from last year with about 160 sold.

2. Annual Appeal fundraising is significantly ahead of last year.
3. Discussion continues regarding shifting to donor driven fundraising rather than events and sales driven fundraising. Bill is researching the cost of a consultant to provide Prospect Research with the goal of identifying potential new donors. An RFP process to hire a consultant is a possibility if the costs are reasonable.

- Governance and Policy Committee: Several policies have been reviewed for relevance and to allow for future growth. Three will be discussed in Old Business.

The vote to accept the Submitted Reports was unanimous.

## **5. Report from Friends of the Library:**

1. Membership increased by three to a total of 73. The 2026 Membership Drive starts in January 2026. Leadership will contact members directly to inquire about interest in future leadership and involvement interests.
2. The Friends have offered to take the lead for the Wreath Sale and Seashore Trolley Museum ice cream fundraiser starting in 2026.
3. The tree will be decorated December 1.
4. Book Sorting – Ideas of where to donate Young Adult and Large Print books were discussed.
5. Next meeting is February 2, 2026, at 5:30pm.

## **6. Old Business:**

Special Collections Management Policy: This policy was last updated in 2017. Some of the updates made were outlined.

A motion to approve the policy made by Bill, seconded by Jim passed unanimously.

- Gift Acceptance Policy & Guidelines: Significant updates have been made especially to align with the Development Policy.

A motion to approve the policy made by Jim, seconded by Judy passed unanimously.

- Development Policy: Anita spoke about the updates which include formatting and numeration.

A motion to accept the policy made by Laura D., seconded by Jim passed unanimously.

## **7. New Business:**

Nominations Committee: Jim has kindly agreed to Chair the Nominations Committee. Recruitment of committee members will occur in December/January with the committee following the same process as last year. The maximum number of Board members is 15, 12 would be good. Four members are finishing their first term but could continue for a second term. Board members should begin considering potential names.

**8. Announcements and Other Business:**

- September 2025 Statistics: In response to a question Allison explained Patron Circulation includes what KFL patron's checkout from KFL and other library's collections while Item Circulation includes KFL collection items checked out to KFL patrons and to patrons of other libraries.
- Maine Library Advisory Council Slides: The slides include much interesting information on Library Director turnover and other topics.
- No December Board Meeting
- December Committee meetings: Government and Policy and Finance Committees WILL meet in December, but the others will not.
- Anita thanked those who helped with the Holiday Giving mailing and reminded Board members to please pay their pledge by the end of the year.

**9. Adjournment:** Motion to adjourn made by Bill, seconded by Jim at 4:57pm

Respectfully submitted by Kate Ostell, Recorder