

Kennebunk Free Library
Board of Trustees – Meeting Minutes
November 26, 2024 (Zoom only)

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

1. Roll Call and Welcome Visitors:

Trustees present: Greg Braun, Laura Dauphinais, Linda DeFelice, Laura Lancaster, Vicki Lyons, Kate Ostell

Trustees absent: Beth Crowe, Linda Miller-Cleary, Jim Perry, Judy Pitchforth

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

Friends of the Library: Kat Boucher, Sarah Lucchesi, Bob Porter, Kathy Porter

2. Review of Agenda: No changes

3. Review and Accept Minutes of October 29, 2024 Board Meeting:

Linda DeFelice offered corrections to the minutes. Motion was made by Laura D, seconded by Linda D to accept the minutes as amended. Passed unanimously.

4. Acceptance of Submitted Reports:

Motion was made by Greg B, seconded by Linda D to accept the reports.

- Director's Report: Vicki offered congratulations to Aspen who has been accepted into Kent State's Master of Library Science program. Also, kudos to Emmaline for the success of her Technology Education Program which has provided a remarkable amount of technical help time to patrons. Michelle mentioned Emmaline presented this and other research at the York County Broadband and Digital Inclusion Forum.
- Governance and Policy Committee (11/7/24): Vicki asked, since Judy is away, if the Board had any comments or questions about the committee's report. There were none. Vicki stated a small group will be researching how to add youth input into the Board and Library. Judy will lead that subcommittee with Linda M-C, Linda D, the KHS librarian and a KFL staff member (perhaps Emmaline).
- Finance Committee (11/12/24) and Financial Summary (9/30/24): Greg stated the minutes accurately reflect the committee's discussion. Most importantly they reviewed the draft 2026 budget and recommended it be reviewed and voted on by the entire Board at this meeting. A major point is the draft budget asks for, and Michelle is seeking a 14% increase in funding from the Town of Kennebunk. Historically, it has been about a 6% increase. This budget increase was discussed when the Board voted on the Staff pay rises. It brings the Library in line with previous increases in other Town departments. Other budget items are in line with historic increases. Fletcher St was also discussed. One unit is not being rented, affecting income. Michelle and the CPA will be working on the 990-tax return for non-

profits, though not due for some time. The accountant has conducted a review/audit which showed everything was in line. This will be circulated to the Board in the future.

- Public Relations and Events Committee (11/12/24): Laura L reported the fall wine tasting was cancelled due to having only 7 sign-ups. Venue option issues were discussed. Next event is the fund-raising night at the Burleigh 12/11. Please make reservations! The Nonantum Fire and Ice is 12/13. In January an event at Creative Soul is being planned. The Holiday Wreath pick-up was last weekend and, while it rained again, it was very successful.
- Facilities Committee (11/12/24): Laura D said the window re-installation is complete. The committee will be looking into the Sustainable Libraries Initiative. Laura D will provide links to information for the Board.

The vote on the motion to accept the reports passed unanimously.

5. **Report from Friends of the Library:** Vicki thanked the Friends present for attending as there was such a great turnout! Sarah Lucchesi, one of the new liaisons from the Friends, announced their new leadership team for 2025 to be: Kat Boucher, President; Risa Oganessoff Heersche, Vice President; Bob Porter, Kathy Porter and Sarah Lucchesi, Co-liaisons; Liz Hamel, Minutes Recorder. The leadership was voted in unanimously. There are currently 47 Friends. There will be a new 2025 membership drive packet, the first update since 2012, which is being reviewed to be sent out early December. There will be a mailing to recent Friends and an email blast in January. The surplus of large print books, which don't sell as well at the sales, will be donated to Huntington Commons, the Atria and other local facilities. The Fall Harvest Festival brought in \$785. There will be a pop-up book sale 12/4 through 12/11 in the Library.
6. **Strategic Plan:** Vicki reminds the Board members to participate by picking any initiative to fill in on the action worksheet, but certainly for the committee(s) you serve on. Please do this by mid-December. Michelle requests the Board do this soon enough to allow her enough time before the next Committee meetings to pull the input together.
7. **Old Business:** none
8. **New Business:**
 - Vote on Budget: Motion to review and approve the budget made by Laura D and seconded by Laura L. Michelle stated Greg spoke to the major issue of the 14% increase from FY25 to FY26. She will be meeting with Town of Kennebunk staff leadership, including the Town Manager and Finance Manager, on December 18 to outline her requests, give reasons and justifications for them and to present explanations for revenue and expenses. Rather than present the detailed notes she has prepared, Michelle would rather the Board ask her questions. Vicki noted part of the 14% is due to the off-cycle staff salary increase to bring staff up to fair and equitable pay which the Board approved last June. The Library has been finding funds for this in other areas besides the Town this year. Michelle noted that the Town is already aware KFL will be asking for a larger than normal increase. Linda D said the work Michelle did to get the salary increases is impressive and she hopes she will explain that to the Budget Board should they ask. Michelle said she has compiled a great deal of data for

the budget discussions and, coincidentally, for an upcoming presentation at the Maine Library Association Lunch and Learn session which is on the wage study and how the process worked for KFL. She has put together slides describing how she used the MLA wage study, incorporated the Town's 2023 non-union pay ranges, Maine Association of Nonprofits wage study as well as quotes received as part of the KFL Strategic Plan. This detailed information will be useful to justify the requested increase from the Town. Being there were no further questions, Vicki called the vote, the motion passed unanimously.

- **Nominations Committee:** Vicki explained the Nominations Committee is a standing committee that usually starts its work in December or January to bring new trustees to the Board. Two people will be termed out of the Board, Linda D and Linda M-C. Vicki would like to recruit at least two new members but believes the Board should be increased to 12 members, therefore four new trustees are needed. Linda D, who led the Nominations Committee for the last two years, will send out a chart of the process that Laura D put together last year. In January volunteers will be asked to be on the committee, ideally 3, maybe 4. Each Board member will be asked to think of people who would be good trustees. All Board members will be asked to take the skills assessment to help determine what gaps may exist to be filled. Recruitment occurs in March and April when there will be two information sessions, one the beginning of April and one towards the end. Trustee applications will be due in May with applicant interviews to follow. The vote on new trustees will be taken at the June Board meeting and new trustees begin July first. Linda commented on the MANP Report which has a section called Volunteers and Boards of Directors which states the average number of board members for non-profits with budgets of \$1million to \$5million, which includes KFL, is 13. To come up to that average, the Board would have to add five members, but certainly should aim for more than two. Vicki added she would like to have more trustees to help on our committees.

9. Announcements and Other Business:

- **September 2024 Statistics:** No comments
- **2024 Nonprofit Compensation Report:** Michelle stated the Report comes out every two years and by participating KFL gets a free copy. Several agreed the Report is very useful and informative, providing information on wages and number of Board members for instance. It is important to not just to compare KFL to other libraries but to a wider range of nonprofit organizations.
- **Fire and Ice:** In response to Vicki, Anita said there are enough volunteers for Fire and Ice thanks to Sarah Lucchesi filling the last slot. Thanks were given to Sarah.

10. Executive Session: None

11. Adjournment: Motion to adjourn by Laura D, seconded by Laura L. Adjourned at 5:02 pm