

Kennebunk Free Library
Board of Trustees – Meeting Minutes
January 27, 2026

Call to Order: Vicki called the meeting to order at 4:30pm at KLT and on Zoom

1. Roll Call and Welcome Visitors:

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

Trustees absent: Rachael Magill, Danelle Quinn

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

Staff absent:

Friends of the Library: Sarah Lucchesi (Zoom)

2. Review of Agenda: Report from Nominations Committee added to New Business

3. Review and Accept Minutes of November 25, 2025, Board Meeting: Laura D made a motion, seconded by Bill, to accept the Minutes. Without discussion, the motion was approved unanimously.

4. Acceptance of submitted reports: Laura D made a motion, seconded by Judy, to accept the submitted reports.

- Director's Report: 1. The new cataloger has started. 2. Vicki expressed appreciation for the generous donation from Kennebunkport Resort Collection 3. Appreciation was expressed for the young patron who had a hot chocolate stand to raise money for KFL.
- 12/9/25 & 1/13/26 Finance Committee & November & December 2025 Financial Summaries: Greg reported there was a third special committee meeting on 12/23/25 to discuss the budget and to give Michelle approval to present specific numbers to the Town. Greg will add these minutes to the Board Packet. Michelle noted there will be a 4% contribution from the Town, an increase to staff salaries of 3% and increase collections budget to \$60,000 from \$55,000. Drawdown from the investment account will be increased to cover this. The Town Budget hearing schedule has been announced. Michelle will be February 12, 2026. Support from the Board would be helpful.
- 12/11/25 & 1/8/26 Governance and Policy Committee: The Programming Policy, Trustee Emeritus Policy and Technology Lending Policy were reviewed, see New Business. They will be reviewed again to be voted on by the Board.
- 1/13/2026 Facilities Committee: 1. The Sustainable Library Initiative lists several actions that staff and trustees are invited to help with. 2. The committee has been approached to participate in a pilot composting program in the Town. KFL could be one of three Town locations to collect compost to keep it out of the waste stream.

Michelle is gathering questions and concerns about whether KFL is a good site for this. There is another location in Upper Village where the bins could go.

- 1/13/2026 Outreach and Stewardship Committee: Bill congratulated Anita for the very successful Holiday Giving campaign and solid start to Annual Giving.
- 1/15/2026 Expansion Steering Committee: Committee met with Oak Point. Work is ongoing to select a slogan for the expansion campaign. A press release to announce it is projected for early February. There will be a survey of Kennebunk and Arundel patrons and non-patrons to get community feedback in February.

The vote to accept the Reports was unanimous.

5. Report from Friends of the Library: Sarah reported the next Friends meeting is 2/2/26 at 5:30 at KFL or Zoom depending on weather. The Annual Membership Drive is underway. They are especially looking for members who would like to be more active to help with expanded number of projects. Peg and the sorting team are building relationships with local book dealers which will result in higher donations. The next book sale is on May 5 during the May Day celebration.

6. Old Business:

- FY 25 Financial Review:
- FY 25 990

Michelle reported both are final and have been updated on the website.

7. New Business:

- Programming Policy: Allison stated the changes are primarily to clarify language and the addition of sustainability items. Language to simplify and strengthen KFL's expectations that presenters may address political or religious themes but may not advocate for a particular candidate/party not proselytize a particular religious belief. A question was raised if, in the paragraph before "Program Attendance", it should be stated presenters are expected to be presenting factual material. After discussion, it was decided potential language to that effect would be written for consideration.
- Technology Lending Policy: Language changed for clarification. Covid-10 procedures were removed. Specifications were removed from policy so technology can be updated more frequently. Additional language states any software patrons want to add must comply with KFL's acceptable use policy.
- Trustee Emeritus Policy: Minor changes were made to formatting.
- Nominations: Jim discussed the 1/8/26 Nominations Committee meeting. Laura discussed the trustee survey, soon to be sent out, which will be due Feb 13. Data will be discussed at 2/28 Board meeting. New members are being sought. The nomination schedule was discussed.

8. Announcements and Other Business:

- Appeal Progress Report: 1. Anita stated Holiday Giving finished higher than reported thanks to some late donations, almost \$68,000 from 344 donors. A press release will go out shortly. 2. The Kennebunkport Resort Collective gave an unexpected, unrestricted gift of \$20,000 from their Community Impact Fund. Anita described how this relationship grew out to the Worthy Wednesday program KFL participated in in December 2024. KRC will be putting out a press release on this. Gratitude was expressed by the trustees to KRC as well as thanks to Anita for her work.
- Portland Press Herald Article: There was discussion of the recent article on the closing of Baker and Taylor which featured Jim, Aspen and Allison.
- Budget Schedule: Dates provided in “Save the Date” to support KFL at the hearings.
- BoT thank you card: Sent from staff for trustee support for their holiday party at Ganden Street Bowl.
- Sustainability Communications Plan: The plan has been added to the Board folder.
- Brief discussion of Arundel budget hearings and a small book exchange at Arundel Town Hall.

9. Executive Session: None

10. Adjournment: 5:14 pm

Respectfully submitted by Kate Ostell, Recorder