

Kennebunk Free Library
Board of Trustees – Meeting Minutes
January 28, 2025 at KFL and Zoom

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

1. Roll Call and Welcome Visitors:

Trustees present: Laura Dauphinais, Linda DeFelice, Laura Lancaster, Vicki Lyons, Linda Miller-Cleary, Jim Perry, Judy Pitchforth

Trustees absent: Greg Braun, Kate Ostell

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

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

2. Review of Agenda: No changes. Note the February board meeting will be on Zoom.

3. Review and Accept Minutes of November 26, 2024 Board Meeting:

A motion was made by Linda DeFelice and seconded by Jim Perry to accept the minutes.
Passed unanimously.

4. Acceptance of Submitted Reports:

Motion was made by Linda Miller-Cleary and seconded by Judy Pitchforth to accept the reports.

- Director's Report: Michelle discussed recent TV news segments that featured both adult and children's programs. The segments came up as last minute things and were great advertising for the library. She also noted that work has begun on July's 5K. Michelle may need Trustee support at the Town of Kennebunk 2026 Budget Review meetings. Once the schedule firms up she will be in touch.
- Governance and Policy Committee (1/9/25): Judy reported that the committee has been periodically reviewing and updating policies as needed. The committee discussed finding ways to include underrepresented groups, such as teen and disabled patrons, on the Board.
- Finance Committee (1/15/25): Michelle reported that the meeting included the accountant that does our yearly financial review. A Q&A session was held regarding the review outcome and the 990 tax document. There will be a few minor updates and then those documents will come to the February full board meeting for review. Michelle has updated the KFL proposed 2026 budget (see notes under New Business section). Linda D. asked why the second upstairs apartment at 1 Fletcher had not been rented yet. Michelle responded that the unit is not up to code. Michelle has been working with the town to get it updated pro-bono since we don't want to invest funds knowing that it probably won't be used as an apartment in 2-3 years.
- Public Relations and Events Committee (12/10/24 and 1/14/25): Laura L. reported on the recent fundraisers: Burleigh - \$487, Creative Soul - \$240, Nonantum - \$5000. The total for

the wreath sale is not available yet. We were unable to secure a wine expert for a February wine tasting. We have a date for the KFL night at the Seashore Trolley Museum – 8/20/2025.

- Facilities Committee (1/14/2025): Laura D. reported that we had a good conversation with Tyler Barter from Oak Point Associates. Tyler outlined the process and timeline leading up to a major construction project. He discussed some roles and responsibilities, issuing a RFQ and what we should be looking for in an architecture firm and construction company.
- Nominations Committee (1/10/2025): Linda D. talked to the committee calendar that was distributed and asked that all trustees look for an invitation to participate in the Trustee Skills Assessment Survey that will be sent out around 2/7. Responses will be due by 2/14. Survey results will be reviewed at the February Board Meeting.

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

5. **Report from Friends of the Library:** Kathy reported that the first Friends meeting of 2025 was held on 1/5. Currently there are 36 Friend members. The holiday book sale netted \$118. Tree decorating went well this year and an inventory of ornaments after the holiday verified none were lost. There are plans for a March Madness Booksale. The next Friends meeting is 4/7. Judy mentioned that the Arundel Heritage Day coordinators are open to KFL having a book sale as part of Heritage Day, for no fee. Further discussions will continue offline.
6. **Strategic Plan:** Michelle handed out the Strategic Plan Actions Spreadsheet. Committees are expected to review their corresponding sections and clean them up at next month's meetings.
7. **Old Business:** none
8. **New Business:** Vote on Amended Budget: Michelle has amended the KFL proposed 2026 budget based on a meeting with the town. Michelle made the Board aware that the amended budget includes a transfer of 5.85% of the rolling three-year average of the Investment Account rather than the 3-5% plan in the Investment Spending Policy. A motion was made by Jim Perry and seconded by Laura Lancaster to approve the amended 2026 budget to include an increased transfer from the Investment Account of \$13,215 and was approved unanimously.
9. **Announcements and Other Business:**
 - At the beginning of the meeting, Vicki announced that Beth Crowe has resigned from the board for personal reasons.
 - Linda Johnson from Town Hall has suggested a partnered Fix-it Repair Day. Michelle will follow-up with her.
 - Michelle mentioned the retirements of the Kennebunkport and Wells Library Directors as well as the Maine Region 1 Representative.
 - Michelle mentioned some concern at the state level about Federal Grant funding being withheld. Discussions are ongoing but we not be impacted locally.
 - Anita asked for volunteers to make Holiday Giving Thank You calls. Holiday Giving resulted in \$63700+ collected. Thank you to Anita for her efforts.

10. **Executive Session:** None

11. **Adjournment:** Motion to adjourn by Linda Miller-Cleary, seconded by Laura Lancaster.
Adjourned at 5:09 pm.