Kennebunk Free Library
Board of Trustees – Meeting Minutes
May 26, 2026

Call to Order: The president called the meeting to order at 4:30 pm

1. Roll Call and Welcome Visitors:

Trustees present: Bill Behre, Laura Lancaster (Zoom), Vicki Lyons, Rachael Magill, Kate Ostell, Jim Perry, Judy Pitchforth
Trustees absent: Laura Dauphinais
Trustees on leave: Danelle Quinn
Staff present: Michelle Conners, Executive Director; Allison Atkins, Assistant Director; Anita Randall, Development Director
Friends of the Library: Sarah Lucchesi, Cheryl McCarthy
Guests: Alaina Tridente

2. Review of Agenda: No changes were made

3. Review and Accept Minutes of April 28, 2026, Board Meeting: Motion to accept the minutes made by Bill, seconded by Jim, passed unanimously.

4. Acceptance of submitted reports: Motion made to accept the reports was made by Bill and seconded by Jim.

- Director's Report: (1) The Spring Appeal is wrapping up as the preparations for the 5K and summer reading program gear up. (2) There was discussion of collections, digital titles including collaboration with other libraries to increase titles available to patrons, and increased van costs for interlibrary loans.
- 5/12/26 Finance and April 2026 Financial Summary: A thorough review of KFL's insurance policies was made including a presentation from Dan Edgecomb of Kennebunk Savings Insurance. New policies from KSB will start July 1, 2026.
- 5/12/26 Facilities: (1) Preliminary plans for the expansion presented by Oak Point will be discussed below. (2) The first-floor tenant of 1 Fletcher has signed a new month by month lease. (3) Parking lot repairs have not yet been scheduled. Discussion ensued of ways to approach the project.
- 5/12/26 Outreach and Stewardship Committee: (1) On-going activities proceeding well. (2) A band, Wildes District and Friends, has been secured for the 5K. (3) Anita reported auction preparations are on-going. Four trustees are helping with solicitation of items and others are welcome to join. Many more items are needed as the goal is to exceed last year's almost $10,000 income.
- 5/13/26 Expansion Steering Committee: (1) The ESC committee (KFL only) will meet June 2 prior to the meeting on June 10 with Oak Point. (2) Michelle got the contract from Tyler at Oak Point today which was forwarded to Laura D.

Note: All Chairs are asked to include the Strategic Plan goals for next year on their June meeting agendas.
The motion to approve the reports passed unanimously.

5. Report from Friends of the Library: (1) The May Day sale made $725. (2) $275 was received from Kevin at Giddy Worm. (3) The pop-up book sale in June will have the theme Gardening and Grilling (4) The book sorting open house on 5/15 garnered two new volunteers (5) Friends continue to stock the Arundel Town Hall bookshelf (6) Next events are the Blueberry Festival book sale 7/25, the Seashore Trolley Museum Ice Cream Social 7/29 (sign-ups to come), the Friends meeting 8/30 and Arundel Heritage Day 9/19.

6. Old Business: No old business

7. New Business:

- ESC Supporting Documentation: Three documents from Oak Point were included in the packet: A mock-up of 1 Fletcher from last year, three versions of both floors of KFL if 1 Fletcher is demolished and a list of the square footage of the different library spaces. Issues to be considered include parking and vehicle circulation, how to use 1 Fletcher, the number of floors on the main building, how much space will be gained, costs, etc. These are very preliminary plans to use as a starting point for discussion. Feedback on the general overview, rather than specifics, should be emailed to Michelle before the June 2 ESC meeting.

8. Announcements and Other Business:

- March 2026 Stats: In the packet
- 5K Flyer Distribution: There are three slots open for flyer distribution routes

9. Executive Session: Motion to adjourn to executive session made by Bill, seconded by Judy at 5:02 pm

10. Adjournment: Motion to adjourn made by Judy, seconded by Jim at 5:12 pm

Respectfully submitted by Kate Ostell, Recorder