

Kennebunk Free Library
Board of Trustees – Meeting Minutes
June 30, 2026

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

1. Roll Call and Welcome Visitors:

Trustees present: Bill Behre, Laura Dauphinais, Vicki Lyons, Rachael Magill, Kate Ostell, Jim Perry, Judy Pitchforth

Trustees absent: Laura Lancaster

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

2. Review of Agenda: No changes

3. Review and Accept Minutes of May 26, 2026, Board Meeting:

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

4. Acceptance of submitted reports:

A motion was made by Rachael, seconded by Laura D., to accept the reports.

Discussion followed:

- Director's Report:
 - * 5K preparations are going well.
 - * John is expected to return soon, in the meantime the former maintenance manager is filling in.
 - * HVAC and Mitsubishi were at KFL today to work on the AC, which is improved for now.
 - * Masonry work is complete
 - * Public Services will be moving the stage parts soon
 - * Summer reading is underway and going well
 - * It is the new fiscal year so trustees must complete the Public Library Trustee Statement of Ethics and Conflict of Interest forms and submit them to Michelle.
 - * Flyers need to be delivered to households along the race route. Pick them up from Michelle. Thank you to Laura L. for delivering many of them already.
 - * Teen reading numbers are also doing well.
- 6/2/26, 6/10/26, 6/22/26, and 6/24/26 Expansion Steering Committee: Two meetings were only the committee, two included Oak Point and Benchmark representatives. Potential plans are being reviewed and re-worked. Several options for 1 Fletcher include keeping it with an addition, demolition, removing the newer wings but keeping the historic portion and selling it. A structural analysis starting

tomorrow will help determine the feasibility of options. Several options for an addition on the parking lot side of 112 Main include leaving the entry where it is, expanding the existing entry and moving the entry closer to the parking lot. Parking implications are key to any option. Benchmark is starting with high level costing projections. Michelle, Oak Point and ToK will be meeting soon for preliminary feedback. The next meeting is July 15, and additional meetings are being planned for July and August.

- 6/4/26 Governance & Policy Committee: Strategic planning goals have been updated. The committee discussed ways to advertise/market events and news, including the possible use of QR codes to be shared on others' websites and social media.
- 6/9/26 Finance Committee & May 2026 Financial Summary: Nothing was added beyond the minutes reported.
- 6/9/26 Facilities Committee:
 - * Masonry is completed
 - * HVAC is done for now, though may need future work
 - * A sinkhole appeared in the driveway and was repaired
 - * The first-floor tenant of 1 Fletcher St. gave notice they will vacate at the end of July
- 6/9/26 Outreach and Stewardship Committee:
 - * 5K Race is upcoming
 - * Spring Appeal is ahead of last year due to a large memorial gift included in the numbers. However, the community donations are below last year so donations are still being sought through tonight, the end of the fiscal year.

The vote to accept the reports was unanimous.

5. Report from Friends of the Library:

- *There has not been a Friends meeting since the last Board meeting.
- *The dates of upcoming events are on the agenda.
- *All are encouraged to invite friends and family to the Ice Cream Social at the Seashore Trolley Museum July 29 from 5:30 to 7:30. Half the \$14 admission goes to KFL.
- * West Kennebunk Family Fun Day on Aug 1 has asked KFL to have a table. The Friends have agreed and are discussing specific activities.
- * Next Friends meeting is Aug. 31 at 5:30.
- * A thank you was given for the extra children's books at Arundel Town Hall which were used as giveaways on election day to great success.
- * Peg sent out a request for volunteers for the Book Sale at the Blueberry Festival July 25.

6. Old Business: None

7. New Business:

- Laura Lancaster will not be continuing for a second three-year term. Many thanks to Laura L. for her contributions as a Trustee for the last three years.

- Oak Point Associates Contract: The contract with Oak Point for Master Planning Services for the design phase of the KFL expansion has been reviewed multiple times by the Expansion Steering Committee as well as by Bergen Parkinson. It includes total compensation for their services not to exceed \$31,120. Some extra services from subcontractors may be extra. The period covered is through the end of August 2026 but is flexible. A motion to accept the contract made by Laura D., seconded by Judy, was approved unanimously.

8. Announcements and Other Business:

- April 2026 Stats were presented without comment

A motion to go to executive session made by Bill, seconded by Judy passed unanimously at 4:49 pm.

9. Executive Session:

- Motion made by Judy, seconded by Rachael to accept the slate of officers for the 2027 Fiscal Year passed unanimously.
Officers for the 7/1/26 to 6/30/27 term are:
President – Vicki Lyons
Vice President – Bill Behre
Treasurer – Laura Dauphinais
Recorder – Kate Ostell
- Motion made by Judy, seconded by Vicki to accept the nominated individuals as Trustees for three-year terms starting July 1, 2026, passed unanimously.

At 5:03 pm KFL Staff were excused.

- Motion to approve the Executive Director Performance Evaluation Memo with amendments and the Executive Director's new salary made by Laura D., seconded by Jim, passed unanimously.

Motion made by Bill, seconded by Laura D. to adjourn back to regular session at 5:46 pm

10. Adjournment: 5:48 pm

Respectfully submitted by Kate Ostell, Recorder
Next Board Meeting August 25, 2026, at 4:30 pm