Kennebunk Free Library
Board of Trustees – Meeting Minutes
August 25, 2026

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

1. Roll Call and Welcome Visitors:

Trustees present: Cathy Bansmer, Bill Behre (Zoom), Michael Brigham, Jeanette Durham Brooks, Laura Dauphinais, Lisa Detweiler, Vicki Lyons, Rachael Magill, Kate Ostell, Jim Perry, Judy Pitchforth, Alaina Tridente (Zoom)
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:

- Announcement: September Board meeting will include an Executive Session that may take an hour.
- No changes were made to the agenda.

3. Review and Accept Minutes of DATE, Board Meeting: Motion made by Laura, seconded by Judy to accept the Minutes of the June 30, 2026 Board Meeting was approved unanimously.

4. Acceptance of submitted reports: A motion to accept the submitted reports was made by Laura, seconded by Rachael.

- Director's Report:
  - Reminder to sign and submit Conflict of Interest Policy and Statement of Ethics forms if not already done.
  - Orientation session for new Trustees is September 9 at noon. All Trustees are welcome. Session will be recorded.
  - Michelle summarized the very busy summer of activities which were expertly facilitated by Staff.
- 7/15/26, 7/27/26, 8/12/26 and 8/19/26 Expansion Steering Committee:
  - 7/27 meeting was cancelled and 8/19 minutes have not yet been submitted by the consultant.
  - Progress has been made to narrow down building options to one preferred plan, obtain high level cost estimates and set a schedule of goals for the coming year. Details will be reported to the Board in September at a session after the Board meeting.
- 8/11/26 Finance Committee and June & July Financial Summaries:

    - KFL's accountant Derrick Emery from Cummings, Lamont & McNamee CPA attended and answered questions about financing for the expansion, Investment Account Policy and how CLM interacts generally with other non-profits.
    - The new Engagement Letter with CLM was approved by the Committee.
    - The Committee voted to accept and renew an update to the D&O/EPLI insurance policy. Due to time constraints, this was done in July.
    - June Financials were reviewed and will be again once final numbers are received after the year has closed out.
- 8/11/26 Facilities:
    - Committee is following the Expansion plans, most immediately as it concerns re-paving the parking lot
    - (2) There are no pressing repairs needed as HVAC, masonry and sink hole repairs are complete.
    - (3) There have been parties interested in renting the first floor of Fletcher St. and discussions are continuing with potential tenants and the Town.
- 8/11/26 Outreach and Stewardship Committee:
    - Work continues operationalizing strategic plan goals.
    - Committee is coordinating with two former Trustees to plan a potential fundraising event.
    - There was discussion of the Executive Director's goals.
    - A marketing plan outline has been initiated which the Committee will use to form a Marketing Plan in coming meetings.
    - A strategy session is planned for the eventual capital campaign, and
    - Plans have started for promotions for the upcoming 30th 5K .
- 8/13/26 Governance & Policy:
    - The Committee voted against pursuing the UST Unemployment Trust Program due to concerns about its value for KFL.
    - The Executive Director's job description was reviewed.
    - Scheduling of committee meetings was discussed.

The vote to accept the Reports was unanimously approved.

5. Report from Friends of the Library:

- Summer events included The Seashore Trolley event which earned $427 and a well-received table at the W. Kennebunk Family Fun Day where Friends gave away children's books and provided information about KFL.
- Upcoming events include Arundel Heritage Day September 19 and HarvestFest Book Sale October 17.
- The Leadership Group has discussed plans for taking over the Wreath Sale, reviewing the website and applications for the upcoming year, and possible modifications to the bylaws to stagger new leadership positions.
- Next meeting is August 31 at 5:30.
- The Wreath Sale, Saturday before Thanksgiving, will need volunteers.

6. Old Business:

- 5K Race: The Race was successful with over $91,000 gross and net over $83,000, well above the goal of $77,000. This is an increase from 2022 which made $37,136.58. There were 495 runners and 80 volunteers. Areas of growth included sponsorships, registrations and the on-line auction. There are more certificates to be delivered.
- Annual Appeal: Raised $85,842. Special thanks to Jim, Laura, Vicki and Lisa for making follow-up calls.

7. New Business: none

8. Announcements and Other Business:

- May 2026 Stats: There were no questions
- Portland Press Herald Article: An article about David Bartner being nominated for an Emmy mentioned his interest in film started at KFL.
- Libby has expanded to include Wells and Prince Memorial Libraries.

9. Executive Session: None

10. Adjournment: Motion to adjourn made by Jim at 5:00 pm

Respectfully submitted by Kate Ostell, Recorder