Kennebunk Free Library
Board of Trustees – Meeting Minutes
September 29, 2026

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

1. Roll Call and Welcome Visitors:

Trustees present: Cathy Bansmer, Bill Behre, Michael Brigham, Jeanette Brooks, Laura Dauphinais, Vicki Lyons, Rachael Magill, Kate Ostell, Jim Perry, Judy Pitchforth, Alaina Tridente
Trustees on leave: Danelle Quinn
Trustees Absent: Lisa Detweiler
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 were made

3. Review and Accept Minutes of August 25, 2026, Board Meeting: Motion to accept the Minutes of August 25, 2026 Board Meeting made by Jim, seconded by Rachael was approved unanimously.

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

- Director's Report:
  - Michelle described a busy summer with successful programs.
  - Wreath sale is underway. Sign-up sheets for flier distribution and wreath distribution on November 21 were filled out by trustees.
- 8/19, 8/26 & 9/16 Expansion Steering Committee:
  - Three meetings were held, focusing on the presentation by Oak Point for today's Executive Session
- 9/28/26 Finance Committee and August Financial Summaries:
  - KFL's Financial Advisor, Richard Meagher, from Liberty Wealth discussed the status of KFL's investment account and various investment options.
  - Michelle presented the first look at the FY28 Draft Budget.
- 9/8/26 Facilities:
  - There are no urgent maintenance issues
  - The paving is completed
  - New LTE/cellular phone system is being planned
  - No tenant for 1 Fletcher
- 9/8/26 Outreach and Stewardship Committee:
  - Social event is being planned in cooperation with two former Trustees.

    - A marketing plan will be the focus of the committee for the next months
- 9/10/26 Governance & Policy:
    - Three policies are being presented under New Business

The vote to accept the Reports was approved unanimously.

5. Report from Friends of the Library:

- Arundel Heritage Day was very successful. It included book sales, information on KFL and book vouchers for the HarvestFest Book Sale in Oct.
- Sign-ups are underway for the HarvestFest Book Sale October 17.
- Blueberry Book Sale made $856
- Wreath sale sign-up is underway. Distribution date is November 21 from 8am - noon
- Next meeting is November 2 at 5:30 pm and will include election of leadership

6. Old Business:

- Committee Sign Ups: The names of Trustees on the five committees were finalized. https://docs.google.com/spreadsheets/d/1hZFW2wBwixeXGZunsF-dDc5_vRTcJiS7/edit?gid=664964273#gid=664964273
- Of note: Three committee times have changed.
  G&P will be at 11:30 am on second Thursdays, O&S at 2 pm on second Tuesdays and Finance at 3 pm on second Tuesdays.
- Committee Chair Duties: Committee Chair Duties form, which is part of the Board Folder, was passed around. Michelle highlighted chairs should get material to her at least one week prior to meetings, to include Strategic Plan priorities as standing agenda item, to send draft minutes to committee members with three days for review, to label documents consistently with committee name, document type and date. https://drive.google.com/file/d/1_fIY6FWznLhkCQIrg_R7fY1dRVi02uZM/view

7. New Business: The policies scheduled for a first read, Executive Director Job Description, Exhibits Policy, and Exhibit Release form, will be discussed in October for time's sake given the lengthy Executive Session at this meeting.

8. Announcements and Other Business:

- June and July 2026 Stats – There was discussion of ways to differently summarize the monthly statistics especially programming, circulation and inter-library loans. Maine State Library keeps the data for all state libraries so one can compare KFL to other libraries. Generally, programming has increased significantly while circulation is somewhat down due to moving to more on-line use.

9. Executive Session: The Board adjourned Executive Session at 5:00 pm.

The following motion was made by Laura:

Motion that we endorse the concept design presented by Oak Point Associates on 9/29/26 and authorize the Library Executive Director to proceed with feasibility studies and capital campaign planning while continuing to report progress monthly to the Board of Trustees.

Jeanette seconded the motion. After discussion, the motion passed unanimously.

10. Adjournment: Motion to leave executive session and adjourn was made by Bill at 6:30 pm

Respectfully submitted by Kate Ostell, Recorder