

Kennebunk Free Library
Board of Trustees – Meeting Minutes
February 24, 2026

Call to Order:

1. Roll Call and Welcome Visitors:

Trustees present: Bill Behre, Greg Braun (Zoom), Laura Dauphinais, Laura Lancaster (Zoom), Vicki Lyons, Rachael Magill, Kate Ostell, Jim Perry, Judy Pitchforth

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

2. Review of Agenda: No changes to the agenda

3. Review and Accept Minutes of January 27, 2026, Board Meeting: Motion made by Bill, seconded by Laura D to accept the Minutes passed unanimously.

4. Acceptance of submitted reports:

Motion made by Laura D, seconded by Judy, to accept the submitted reports.

- Director's Report:
 1. Michelle, in her role as Legislative Chair for the Manie Library Association, will be attending the American Library Association's National Library Legislative Day in DC February 25 – 26 representing Maine. She will meet with all the Maine delegation, or their representatives, while there. Michelle is coordinating with Lori Stockman, State Librarian, to plan for next week's State Library event.
 2. Some upcoming meetings will need to be relocated or on Zoom to programming conflicts, including the Board and Outreach and Stewardship meetings.
- 1/28/26 Expansion Steering Committee: Michelle has put out the Press Release. The Building Survey is on KFL's website. All Trustees should fill it out and encourage others to do so. The Committee encourages suggestions of Trustee applications from Library supporters with backgrounds in historic preservation or fundraising.
- 2/10/26 Finance Committee & Jan 30 Financial Summary & 12/23 Special Meeting: No changes from the submitted reports
- 2/10/26 Facilities Committee: Nothing new to report
- 2/10/26 Outreach and Stewardship Committee:
 1. Bill thanked those who made thank you calls.
 2. 5K donor and auction list is on google docs, please add new suggestions. Next year is the 30th anniversary of the race. Collection of recollections, memorabilia is starting now for a commemoration next year.

- 2/12/26 Governance and Policy Committee: Three policies, Programming, Trustee Emeritus, and Technology Lending, are under Old Business for a vote today.
- 2/19/26 Nominations Committee: The Board Skills Assessment Survey summary is in this month's packet. The Committee is especially looking for individuals with financial, legal, building, architecture, historic and fundraising backgrounds. Trustee information sessions will be March 31 and April 8 with applications due May 1.

The Motion to accept the reports passed unanimously.

5. Report from Friends of the Library: Sarah reported the Friends had a meeting Feb 2 which included a focus group lead by Leah of Oak Point. Good input was provided. Book sales for 2025 totaled \$4164, including income from three third party vendors. There was discussion about starting a little Free Library book exchange at the Arundel Town Hall. Lisa and Cat are encouraging volunteers to shadow leadership positions. Next book sale is May 2. Next Friends meeting is April 6 at 5:30.

6. Old Business:

- Programming Policy
- Trustee Emeritus Policy
- Technology Lending Policy

A motion to approve all three policies was made by Laura D, seconded by Judy. During discussion it was stated there have been no major changes to the policies. A grammatical error was pointed out. The motion was approved unanimously with the correction.

7. New Business:

- Communications Policy – Updated language changes were made
- Meeting Room Use Policy – Allison made changes to clarify vocabulary and combine items to reduce duplication.

These will come back for a vote at the next Board meeting.

8. Announcements and Other Business:

- Committee Chair Duties: Document helps clarify meeting preparation, reporting and timelines as well as a reminder to keep up to date with the committee's assigned Strategic Plan items on the spreadsheet.
- November Statistics
- Southern Maine Digital Inclusion Plan: KFL's technology programs were highlighted

9. Executive Session: None

10. Adjournment: Bill moved to adjourn, seconded by Laura D at 4:57pm

Respectfully submitted by Kate Ostell, Recorder