

Kennebunk Free Library  
Board of Trustees – Meeting Minutes  
February 25, 2025

**Call to Order:** Laura Dauphinais, Vice President, called the meeting to order at 4:30 pm on Zoom.

**1. Roll Call and Welcome Visitors:**

Trustees Present: Greg Braun, Laura Dauphinais, Linda DeFelice, Laura Lancaster, Linda Miller-Cleary, Kate Ostell, Jim Perry, Judy Pitchforth

Trustees Absent: Vicki Lyons

Staff Present: Michelle Conners, Director; Allison Atkins, Assistant Director; Anita Randall, Development Director

Friends of the Library: Sarah Lucchesi

**2. Review of Agenda:** Laura D. announced that upcoming meetings of PR&E and Facilities will both meet either in person or on Zoom each week. March will be on Zoom, April in person.

- Patron Conduct Policy will be discussed in New Business.

**3. Review and Accept Minutes of the January 28, 2025 Board Meeting:** Laura D. asked for a motion. Linda D. made a motion, seconded by Jim.

**4. Acceptance of submitted reports:**

- Director's Report: Michelle reported the Town Budget meetings have been pushed back due to the weather. She attended one to discuss the KFL's capital item. Upcoming are three expenditure meetings. Michelle will attend all the meetings as she has not been asked to prepare anything specific but to be present to answer any questions. She will keep the Board posted. Michelle also announced that due to an on-going issue, she may not get to all the last items on the committee's agendas and appreciates everyone's patience. There will be a short executive session after the meeting. Linda D. expressed appreciation for the link to the new website which has larger fonts, is easier to read, has lots of white space and gave more attention to children's book stacks and DVDs. Allison stated there will be a few more tweaks to the website but believes people will enjoy it.
- G&P (2/13/2025): Judy announced the committee is in the process of updating the Patron Conduct Policy. It was reviewed by the committee and Michelle. The latest changes were just made today. The Board will do a preliminary review today during New

Business. Any comments should be sent to Judy before March 13, when G&P will finalize the Policy for a Board vote at the March Board meeting.

- Finance Committee (2/11/2025) and Financial Summary (1/31/2025): Greg reported finances were reviewed, Michelle answered questions. Additional documents were the final version of the Financial Review and the 990. Nothing substantive was changed. They were voted on and approved.
- PR&E (2/11/2025): Laura L. announced there were no events in March. The committee is looking forward to the May Day Parade and auction items for the 5K.
- Facilities (2/11/2025): Laura D. said the committee approved a proposal from Emmaline for new security firewall software, finished the Strategic Plan action items for Facilities. Going forward work will be done on the Sustainable Library Initiative and potentially RFQs with Michelle.
- Nominations (2/20/2025): Linda D. thanked 1. the Trustees, all of whom completed the survey, 2. Michelle for updating the three Trustee related documents on the KFL website, and 3. Laura D. for her expertise in creating the survey and summary. After reviewing the skills assessment survey, a list of skills priorities for nominees was made and can be found in the committee minutes. Especially needed are younger members, members who have school-aged children, people with local connections, people with experience on the Town's Energy Efficiency and Sustainability Committee, and people with experience on the Southern Maine Planeteers. But any of the bulleted items in the minutes would be helpful. Please email Linda D. names, contact information (email, phone number), brief description of nominee's background, and specific experience, skills, and/or connections by Friday, March 7.

**5. Report from Friends of the Library:** Sarah stated the Friends meet quarterly so there is no meeting this month. March 12 from 3 – 7 pm is the Friends only book sale, downstairs. People can sign up to be a member at the sale. The book sorting committee is preparing for the Book Sale at the May Day Festival, May 3 from 9 am to 1 pm. Judy was asked by a person at the Arundel Historical Society about the Friends doing a book sale at the annual Arundel Heritage Day. Both the Friends and the Arundel Historical Society are excited about having this opportunity for KFL outreach. The Friends readily agreed to having a book sale at this event on Saturday, Sept 13. Sarah thanked Judy for bringing this to the Friends. Hopefully, this will raise some funds, but the most important thing is the outreach.

**6. Strategic Plan:** Michelle said each committee has finished the Action Plan items. Moving forward, at each meeting the committees will be reviewing them, not necessarily in detail depending on events, but the Plan and Action items should always be kept in mind.

**7. Old Business:**

- The 990 and Financial Review: These are included for review, no need to vote.
- Patron Conduct Policy: Linda D. asked if language including electronic communication should be included in Point 5 where it says “word, act, look or gesture...” should it also say “in person or in electronic communication”. Greg suggested “including but not limited to” which should cover it. Greg didn’t see anything to modify in the Policy. Please get any comments to Judy by March 13 so the Board can vote at the March meeting.

**8. New Business:** None

**9. Announcements and Other Business:**

- 2025 KFL Board Survey Results: No further comments.

**10. Adjourn to Executive Session** at 5:08 pm

Respectfully submitted: Kate Ostell, Recorder