

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

**Call to Order:** Vicki Lyons, President, called the meeting to order at 4:30 pm in person at KFL and on Zoom.

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

Trustees Present: Laura Dauphinais, Linda DeFelice, Laura Lancaster, Vicki Lyons, Linda Miller-Cleary, Jim Perry, Judy Pitchforth

Trustees Absent: Greg Braun, Kate Ostell

Staff Present: Michelle Conners, Director; Anita Randall, Development Director

Friends of the Library: Bob and Kathy Porter

**2. Review of Agenda:** Vicki added the topic of Defunding the Institute for Museum and Library Services to Announcements and Other Business. She also asked Anita to update everyone on preparations for the 5K and Annual Appeals.

**3. Review and Accept Minutes of the February 25, 2025 Board Meeting:** Vicki asked for a motion to accept the minutes of the February 25, 2025 meeting. Jim made a motion, seconded by Judy. Due to an oversight at the previous board meeting in February, Vicki asked for a motion to accept the minutes of the January 28, 2025 board meeting. Linda D. made a motion, seconded by Linda MC. The January and February minutes were accepted unanimously.

**4. Acceptance of submitted reports:**

Vicki asked for a motion to accept the February reports. Linda MC. made a motion, seconded by Jim.

- Director's Report: Michelle announced that Allison has had a death in her family so she will be out for a bit. In the meantime, Michelle will be covering Allison's roles with help from the staff. Other details are in the report, with preparations for the 5K in full swing.
- G&P (3/13/2025): Judy announced the committee finalized the Patron Conduct Policy and is working on updating both the Food and Beverage policy and the Patron Complaint Policy. They are also continuing the Strategic Plan actions.
- Finance Committee (3/11/2025): Nothing additional was added.
- PR&E (3/11/2025): Laura L. announced that the KFL application for the May Day parade is approved. Focus now is on getting 5K auction items and sponsors.
- Facilities (3/11/2025): Michelle announced that KFL has paid the membership fee and met with the Sustainable Library Initiative.

- Nominations (3/14/2025): Linda D. announced that 10 people are being contacted regarding interest in being KFL trustees. Two are from last year's list. She thanked Michelle for adding the Trustee Information sessions in the monthly newsletter and suggested the newsletter go out to those interested. Trustee information nights are April 8th and 23<sup>rd</sup>. Applications are due 4/25. The trustee portion of the website still needs updating, as do many other parts of the website after the new roll out.

The March reports were accepted unanimously.

**5. Report from Friends of the Library:** Kathy announced that the Friends only book sale netted \$240+. It produced 9 new members. Next time the hours of the sale may be shifted earlier due to the large early turnout. The group is still working to firm up the details with the Arundel Historical Society about the Friends doing a book sale at the annual. Finding tables and ways to get the sale books to the event are currently being investigated. The next Friends Meeting is 4/7 at 5:30, where May Day parade details will be discussed. Survey comments from last year included that folks miss seeing the book cart dancing in the parade.

**6. Strategic Plan:** Michelle announced that the Strategic Plan Action Items list is being kept up to date by committees. The town is looking at all the owned buildings and is happy to hear that the library has a new focus with the Sustainable Library Initiative.

## **7. Old Business:**

- Patron Conduct Policy: Item 5 of the policy was updated per the last board meeting. Vicki asked for a motion to accept the policy. Jim made a motion, seconded by Linda D.. The policy was accepted unanimously.

## **8. New Business:**

- Food and Beverage Policy: This was the first read of this policy's update. The policy was reformatted, simplified and clarified.

## **9. Announcements and Other Business:**

- **Potential Defunding of the Institute for Museum and Library Services:** Trustees are encouraged to reach out to state and federal representatives to express their concern on this issue. The services that may be affected include inter-library deliveries, digital databases and the staff that does provides training state-wide. Potentially 20-25 people will be affected. Websites like Everylibrary.org and 5Calls.org can expedite individuals getting in touch with their representatives on varying issues, including this one.

- Yearly Appeals: Anita announced that we are renaming the Annual Appeal (Spring) to the Spring Appeal, given that we now have the well-established Holiday Giving event at the end of year. Preparations are under way for this year's Spring Appeal. This year's letter will focus on monthly giving. Keep an eye out for opportunities to volunteer for getting the letters out.
- 5K Update: Anita reported that we have 50 sponsors and \$42K+ committed which is ahead of last year's schedule. We have 3 new Diamond sponsors this year – Investcomm, Green Clean and the Classic Car Museum. We also have returning Diamond sponsors Webannet Charitable Foundation, Appliance Advantage, and Kennebunk Savings moved from Event Sponsor last year to Diamond sponsor this year. Thank you to Jim for all of his follow-up calls to sponsors. Anita asked for addition businesses to approach and for Master of Ceremony ideas. Focus is now turning towards getting auction items. Let Anita know what you plan to donate to the auction. Deadlines for auction items to be delivered to KFL is 6/6.
- National Library Week is 4/6-12.

**10. Adjourn to Executive Session:** A motion was made by Linda MC and seconded by Jim to adjourn the meeting. The meeting ended at 5:08 pm.

Respectfully submitted: Laura Dauphinais, Vice President