

Kennebunk Free Library
Board of Trustees – Meeting Minutes
March 31, 2026

Call to Order: Laua Dauphinais, Acting Chair, called the meeting to order at 4:30pm

1. Roll Call and Welcome Visitors:

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

Trustees absent: Vicki Lyons

Trustees on Leave: Danelle Quinn

Staff present: Michelle Conners, Executive Director; Allison Atkins, Assistant Director

Staff absent: 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 February 24, 2026, Board Meeting: Motion to accept the minutes with no changes made by Jim, seconded by Judy passed unanimously.

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

- Director's Report:
 1. The new part-time employee starts on April 9.
 2. Anita requests assistance with on-line solicitation of auction items. Bill will re-send the spreadsheet for donations.
 3. Michelle reported on her trips to National Library Legislative Day in DC on national policy and Library Legislative Day in Augusta discussing local policy.
- 3/10/26 Finance Committee & 2/26 Financial Summary:
 1. Greg Braun resigned from the Board on March 3. Effective then through the June 2026 Board elections Vicki Lyons is Acting Treasurer for the KFL Board of Trustees. Laura D is Chair of the Finance Committee.
 2. The final budget for FY 27 has been accepted by the Committee and requires Board approval. The budget, which has had many iterations, is now approved by the Town Budget Board and the Town Select Board. It is pending voter approval in the Town election in June. A motion to approve the FY27 Budget made by Bill, seconded by Jim, was approved unanimously.
 3. Michelle has proposed closing KFL's existing Savings account and setting up a new Money Market account at Kennebunk Savings Bank to obtain a higher interest rate. The interest rate on the Money Market account is variable, averaging 0.25% (range generally 0.25 - 0.3%) vs. the current Savings account rate of 0.05%. A

motion to open this new Money Market account and close the existing Savings account made by Judy, seconded by Bill, was passed unanimously.

- 3/10/26 Facilities Committee:
 1. There is no bill yet for the sprinkler repairs.
 2. The second floor tenant has agreed to a one-year lease. The first floor tenant has yet to reply. Both have signed a waiver to allow Oak Point to scan the spaces.
- 3/10/26 Outreach and Stewardship Committee: A proposal by Linda DeFelice to engage emeritus Board members in outreach and fundraising activities was favorably received by the Committee. A focus group to further define the scope will be scheduled after the 5K/July 10 with the help of Linda D and Lori Parkinson.
- 3/11/26 Expansion Steering Committee: The survey results are in the packet. Oak Point conducted focus groups with staff and administration regarding programming and administrative perspectives.
- 3/12/26 Governance and Policy Committee: Two updated policies will be voted on in Old Business. The first review of the Conflict of Interest Policy is under New Business.

The vote to accept the submitted reports passed unanimously.

5. Report from Friends of the Library: Next book sale is May 2 from 9 to 12:30 at May Day celebration. Volunteers will be requested. The Bookshelf at Arundel Town Hall has opened. Books as well as information about KFL and the Friends are available. The staff at Town Hall are very enthusiastic. The number of books picked up will be tracked. The next Friends meeting is April 6 at 5:30 at KFL.

6. Old Business:

- Communications Policy: This has been reviewed to ensure there are clear lines of communication during a potential crisis. Procedures are updated to reflect new technology since the last update ten years ago.
Motion to approve by Jim, seconded by Rachael passed unanimously.
- Meeting Room Use Policy: Policy updated to remain true to KFL mission.
Motion to approve by Jim, seconded by Bill, passed unanimously.
- Nominations: Information meetings are upcoming. There are currently four applicants. Applications can be submitted up to May 1. A slate of officers has been finalized.

7. New Business:

- Conflict of Interest Policy: Policy was reviewed, including by Greg before he left the Board, to ensure it still complies with statutes, and it was found to be up to date. A line for disclosures was added.
- Survey Results: Michelle reviewed the results of the survey that was conducted by Oak Point. Further interviews and focus groups will be conducted with stakeholders in various areas. There was some discussion of the results.

- Design Schedule: This will provide a layout of the expectations of deliverables.

8. Announcements and Other Business:

- December Statistics: Included in the packet
- FY25 Annual Report: This is a required submittal to the Maine State Library every year which contributes to the State Library statistics. It is aggregated information which doesn't always reflect individual library's circumstances but provides useful overall data for comparison across all the State's libraries. Maine Association of Non-Profits compiles this information for non-profits across New England.
- 5K Road Race: 90 registrants so far. Trustees and Friends are encouraged to donate items for the Race auction. There was discussion of a couple glitches on the race volunteer questionnaire.
- April Committee Meetings: All April committee meetings will be via Zoom. The Board Meeting on April 28 will be at KFL.

9. Executive Session: None

10. Adjournment: Motion to adjourn made by Jim at 5:12 pm

Respectfully submitted by Kate Ostell, Recorder