

Kennebunk Free Library
Board of Trustees – Meeting Minutes
April 29, 2025

Call to Order: Laura Dauphinais, Vice President, called the meeting to order at 4:30 pm, Hank's Room and on Zoom.

1. Roll Call and Welcome Visitors:

Trustees Present: Greg Braun (Zoom), Laura Dauphinais, Linda DeFelice, Laura Lancaster (Zoom), 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: No changes were made to the agenda.

3. Review and Accept Minutes of March 25, 2025, Board Meeting: Linda D. asked that in numbers 2 and 4 “the Institute” be changed to “the Institute for Museum and Library Services”. Linda D. made a motion to accept the minutes as amended, seconded by Jim Perry. After no further discussion the motion passed unanimously.

4. Acceptance of submitted reports: Linda M-C. made a motion, seconded by Judy, to accept the reports.

- Director's Report: Michelle will be away on May 13 when there are 3 committee meetings. Allison will fill in unless the meetings can be rescheduled. The next Board meeting will be on Zoom only. The Strategic Plan agenda item has been removed from the Board agenda as it is being done in committee meetings and reports.
- Public Relations & Events Committee 4/8/25: The May Day Parade is this Saturday, May 3. All are welcome to participate. Lineup will be at 1:15 on Water St. Items are being collected for the 5K auction. Specific items, baskets of related goods, gift cards, and services are welcome. The committee is thinking about merchandise ideas that KFL could offer for sale, suggestions would be appreciated. Re the strategic plan, Michelle will be pursuing a marketing plan.
- Facilities 4/8/25: Two policies have been drafted that apply to the Sustainable Libraries Initiative, one on Purchasing and one on Sustainability. They will be reviewed at the May meeting and then passed to G&P.

- Governance and Policy Committee 4/10/25: A second review of the Food Policy was done, as well as changes to the Patron Complaint procedure. These will be discussed in Old and New Business respectively.
- Nominations Committee: There are 4 applicants, but one will resubmit later in the summer due to a death in the family. Three interviews have been set up with outstanding people. The committee will bring their recommendations to the Board at the May meeting. There were two information sessions, three people came to the one on the 8th and one person on the 23rd. Eleven people were contacted.

The vote to accept the reports was unanimous.

5. **Report from Friends of the Library:** Sarah reported the Friends have been helping stuff envelopes for the Spring Appeal, which just finished this afternoon. The members-only book sale earned \$242 from sales and \$105 from 12 new memberships. The Friends membership is strong, having increased to 64, up from 38 at this time last year. A lot of new people came to the last meeting. Upcoming book sales are the May Day book sale May 3, the Blueberry Festival book sale on July 26, and the Harvest Fest book sale date TBD. Other events include Arundel Heritage Days 9/13 and the Seashore Trolley Museum ice cream social fundraiser on 8/20.
6. **Old Business:** The Board has done the second reading of the Food and Beverage Policy. Linda D. moved to approve the policy, seconded by Linda M-C. The policy was thought to be very clear. The vote to approve was unanimous.
7. **New Business:** The Patron Complaint Policy had its first reading by the Board. Judy said there will be one more review by the G&P Committee in May. Michelle pointed out there have been substantial changes and revisions. Some edits were suggested. The Board will vote on this at the May meeting.
8. **Announcements and Other Business:** Anita spoke about the sponsorship for the 5K which has shown good growth this year. So far there are 73 businesses for a total of \$52,181. (Last year wrapped at \$45 to \$46,000.) There are a lot of new businesses with some attrition. Framed certificates will be done again for the businesses so there will be the opportunity to deliver these. Michelle reminded people to fill out the volunteer sheet for Race Day. She will resend the email and include more of the Friends. About 40 volunteers have signed up but 50 to 60 people are needed. Anita said auction items are coming in from on-line and direct donations. She suggests having a flyer and a donation form in hand when approaching a business, getting complete information from the business and a full description of the item. Anyone with questions about which businesses have already been contacted or who has donated, should contact Anita. There was discussion of types of items and ways in which to contribute. Anita

discussed trying to grow the monthly giving and its advantages for KFL. For Trustees, this cannot count towards the Holiday Giving Trustee Match, however.

Michelle noted the two articles of interest in the Board packet. Linda D. commented that the Family Place Library designation is a great honor. Less than 5% of libraries in Maine have achieved this. Congratulations to the staff that worked long and hard on achieving this!

Allison attended a meeting with a State Librarian who said they are going ahead with their layoffs and will lose about one third of their staff by May 8. Because of how the layoffs will occur and positions reconsolidated, the whole staff will have to be retrained. They will be closed to the public but eventually will reopen for interlibrary loan and curbside pickup. AmeriCorps was also cut, costing two positions. KFL won't be directly affected but things will be slower and there will be less access to help and support. Michelle announced, so as not to end on something bad, KFL has a new 7 month old cat, Quinn.

9. **Executive Session:** None

10. **Adjournment:** Jim motioned to adjourn at 5:03 pm.

Respectfully submitted by Kate Ostell, Recorder.