

Kennebunk Free Library
Board of Trustees – Meeting Minutes
May 27, 2025

Call to Order: Vicki Lyons, President, called the meeting to order at 4:30 pm, Hank's Room and Zoom

1. Roll Call and Welcome Visitors:

Trustees Present: Greg Braun (Zoom), Laura Dauphinais (Zoom), Linda DeFelice, Laura Lancaster (Zoom), Vicki Lyons, Kate Ostell, Jim Perry, Judy Pitchforth

Trustees Absent: Linda Miller-Cleary

Staff Present: Michelle Conners, Allison Atkins, Anita Randall

Friends of the Library: Kathy Porter, Bob Porter

2. Review of Agenda: No changes

3. Review and Accept Minutes of April 29, 2025, Board Meeting: Motion to accept minutes made by Jim, seconded by Judy, passed unanimously.

4. Acceptance of Submitted Reports: Motion to accept reports made by Linda D, seconded by Jim. Discussion followed.

- Director's Report: Vicki expressed appreciation for the information in the report, especially the description of the collections procedures. Michelle stated Emmaline did an excellent job presenting "Navigating the Digital World: How Libraries Connect and Empower our Communities" at the Maine Library Association annual conference May 19. There has been a lot of funding loss for Maine Connectivity Authority affecting digital literacy and digital equity grants. Michelle will be speaking tomorrow with Jared Golden's office to discuss different cultural institutions' needs and to keep the Library on their radar. One topic will be historic preservation grants. In April the Library got a matching grant for \$7,000 for doing needed brickwork, but that is in jeopardy. The Town has confirmed they will support the work, but a matching grant would have meant funds that could be used for other projects. She will bring this up with Golden's office. Michelle is the incoming Legislative Chair for MLA. She spoke with State Legislator Kelly Murphy and State Librarian Lori Fisher about LD1404, which will create a working group on the status of school libraries and public libraries in Maine. It is co-sponsored by Sen. Rafferty. The State Librarian will be appointing members to the working group and will include school and public librarians among others.

- G&P (5/8/2025): The Patron Complaint Policy final vote is under Old Business. There are two new policies being drafted with Facilities to be discussed in New Business.
- Facilities (5/13/2025): Nothing to add to the report.
- Finance (5/13/2025): Everything is correct. Spending is a bit more as was anticipated with the wage increases and receiving less than hoped for from the Town.
- PR&E (5/13/2025): Report covers everything. Emphasize KFL is the recipient of the Fabulous Finds Thrift Resale Boutique profits in June. The shop donates proceeds to different non-profits each month. Please consider donating high-end clothing and kitchen items and shopping there next month.
- Nominations (5/15/2025): Linda D thanked the members of the committee and especially Laura D for stepping up as she had to miss some of the meetings.

The vote was unanimous to accept the reports.

5. **Report from the Friends of the Library:** The turnout for the April meeting was very high and represented many age groups. They are helping to solicit items for the auction. The May Day book sale earned \$768. Next meeting is in September. Judy asked if any information was needed prior to Arundel Days Sept 13. Kathy will check with Sarah.
6. **Old Business:** Patron Complaint Policy has had its second reading. There were no changes made. Motion to approve made by Jim, seconded by Judy and approved unanimously.
7. **New Business:** The Purchasing Policy and Sustainability Policy: Both were drafted by the Facilities Committee and reviewed by G&P. Laura D drafted them based on policies other libraries are using. Jim suggested some grammatical edits. The policies will go back to G&P for a second review.
Nominations: Three candidates are being put forward, two from Kennebunk, one from Arundel with skill sets and demographics that will benefit the Board. There may be another application later in the summer. The list of interested candidates who didn't apply this year will be passed on for next year. The vote on new Board members will be at the June meeting. The officers will remain the same. Not all the committee chairs have been finalized, to be done in September.
8. **Announcements and Other Business:** Anita said there are 74 dollar sponsors for the 5K, including a new bronze donor. Contributions so far are \$52,431, up from \$46K in 2024. Seven new businesses joined. In kind sponsors are in place for food, beer, water (Hannaford), fruit (Cummings Market), two food trucks (Treat Truck and Plot Twist Pretzels). There will be two cars on site, a classic car from the Classic Car Museum and one brought from Weirs, an event sponsor. Site planning will be important. Auction item solicitations are on-going. Anita suggested ways to solicit

donations, to bring the forms and to check that the business hasn't been asked yet. The Annual Appeals numbers will be known next month. There have been many returning donors and many donors increasing their amount. So far donations total \$46,024.77 (vs. \$39K this time last year). This does not include the next 11 months for monthly donors. A reminder was in the June newsletter, after that three or four emails reminders will be sent.

Michelle passed out the race flyers to those delivering them.

It was confirmed the PR&E and Facilities will be in person in June.

9. **Executive Session:** None

10. **Adjournment:** Motion made by Linda D, seconded by Judy, unanimous vote.

Respectfully submitted by Kate Ostell, Recorder.