

Kennebunk Free Library  
Board of Trustees – Meeting Minutes  
June 24, 2025

**Call to Order:** Vicki Lyons, president called the meeting to order at 4:30 pm at her house.

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

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

Trustees absent: Greg Braun

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

Friends of the Library: Bob Porter, Kathy Porter

Guests: Bill Behre, Trustee nominee; Danelle Quinn, Trustee nominee

Guests were welcomed and introductions made.

**2. Review of Agenda:** No changes were made.

**3. Review and Accept Minutes of May 27, 2025:** Motion made by Jim, seconded by Judy to accept the minutes. Approved unanimously.

**4. Acceptance of submitted reports:** Motion made by Linda D., seconded by Linda M-C. to accept the reports.

- Director's Report: Received \$7000 grant check. The delayed date to complete the work did not interfere with getting the grant. KFL received a \$4000 grant for a mobile laptop cart to be used for group programming. Summer reading starts today on a very hot day. Luckily the chiller continues to cool. It is running the cleaning fluid through it now; the glycol will be added after that. The 5K preparations continue. Anita will be asking for thank you calls after the race.
- Facilities: Laura D. noted there are many repairs needed to the building, some quite expensive. The projects will be prioritized. They are listed in the Facilities Report.
- Finance: The committee voted to accept the Cummings Lamont engagement agreement for Form 990 and Financial Review. They also conferred with advisor Richard Meagher regarding the investment portfolio.
- PR&E: Laura D. is requesting volunteers for the Seashore Trolley Museum event on Wed. August 20. Trustees should let her know tonight then she'll ask the

Friends. She also displayed the new stickers, socks and hats to be sold by KFL. Pricing was discussed. The lead time to reorder is approximately a couple weeks.

- G&P: The committee did the final review for the Purchasing Policy and the Sustainability Policy which will be voted on in Old Business. Insurance issues were discussed. Michelle signed on for general liability and auto policies to make sure KFL is covered, but KFL may go with a new company. There is quite a difference in value between the two companies being considered. This will be considered at the August meeting.

The reports were accepted by a unanimous vote.

5. **Report from Friends of the Library:** The application to participate in Arundel Heritage Day was submitted. Judy generously paid the fee. Sarah Lucchesi is the point person. The next book sale is on July 26 during the Blueberry Festival. Next Friends meeting is September 8. There was discussion about raising the membership fee.
6. **Old Business:** The Purchasing Policy and the Sustainability Policy were created and updated as two of many first steps to becoming designated by the Sustainable Libraries Initiative. A motion made by Laura D., seconded by Linda D. to approve the Purchasing Policy was approved unanimously. A motion made by Laura D. seconded by Linda D to approve the Sustainability Policy was approved unanimously.
7. **New Business:** Linda D. suggested voting on the new officers as a slate rather than individually. Laura D. made a motion, seconded by Jim, to vote on the officers as a slated. Approved unanimously. Linda D. moved to accept the slate of officers for a one-year term, July 1, 2025, to June 30, 2026, Vicki Lyons as President, Laura Dauphinais as Vice President, Greg Braun as Treasurer, Kate Ostell as Recorder. Seconded by Judy. Approved unanimously.
8. **Announcements and Other Business:** Linda D. and Linda M-C were recognized for their six years of service on the Board as well as six years on G&P. Michelle presented Linda M-C. with the book Environmental Sustainability Strategies and Linda D. with Milk St. Backroads Italy (to be delivered). The Trustee nominees present, Bill and Danelle, were welcomed again.

The open meeting was paused to go to Executive Session at 4:48 pm.

9. **Executive Session:** Convened at 5:01 pm.

- Discussions of slate of potential new Trustees. A motion was made by Laura D, seconded by Vicki to accept the slate of Bill Behre, Rachael Magill and Danelle Quinn as new Trustees for a three-year term starting July 1, 2025, through June 30, 2028. Approved unanimously.
- Discussion of a letter addressed to the Director and Trustees.
- Discussion of Director's Evaluation Letter.

Executive Session adjourned at 5:48 pm

10. **Adjournment:** In Open Session, a motion was made to approve the Director's Evaluation Letter by Laura D., seconded by Laura L. and approved by unanimous vote.

The meeting was adjourned at 5:55 pm.

Respectfully submitted by Kate Ostell, KFL Board of Trustees Recorder

Next Board of Trustees Meeting is August 26, 2025 at 4:30 in Hank's Room