

Kennebunk Free Library
Board of Trustees – Meeting Minutes
August 26, 2025

Call to Order: Vicki Lyons, president, called the meeting to order at 4:30 pm in Hank's Room

1. Roll Call and Welcome Visitors: Introductions were made.

Trustees present: Bill Behre, Greg Braun (Zoom), Laura Dauphinais, Vicki Lyons, Racheal McGill, Kate Ostell, Jim Perry, Judy Pitchforth, Danelle Quinn (Zoom)

Trustees absent: Laura Lancaster

Staff present: Allison Atkins, Assistant Director, Anita Randall, Development Director, Maria Richardson, Head of Youth Services

Staff absent: Michelle Conners, Director

Friends of the Library: Sarah Lucchesi

2. Review of Agenda: No changes or additions

3. Review and Accept Minutes of June 24, 2025, Board Meeting: Motion to accept minutes made by Laura D. and seconded by Judy was passed unanimously

4. Acceptance of submitted reports: Motion made by Laura D., seconded by Judi

- Director's Report: The extensive programs and events over the summer were described. The number has grown dramatically. Thanks to all Staff for the great work! Anita's report was a comprehensive outline of current development activity and funding. Vicki gave kudos to Kate Jacobs for her work digitizing Salt magazine.
- Facilities: Laura D. asked if anyone had any questions on the lengthy report, there were none.
- Finance: Greg stated the report was straightforward and asked for any questions, there were none.
- PR&E: There will be a change in focus from small events to providing support for Anita and to community outreach. There will be a name change to reflect the new mission, possibly Outreach and Stewardship. This will require a change to the bylaws which will go to G&P for review. Bill has volunteered to chair the updated committee.
- G&P: Judy stated the Employment Verification Policy is being reviewed and presented to the Board for the first of two reviews today. The language will be streamlined with no substantial changes to content. It was last reviewed in 2013. Address any questions to Judy. The Library Card Eligibility Policy, last reviewed in 2021, has some changes made to clarify issues including residency requirements.

5. Report from Friends of the Library: Sarah described the many activities since the last Board meeting. The Blueberry Festival book sale raised \$1007.30. The Seashore Trolley ice cream social amount isn't known yet but will be down from last year as fewer people attended. Upcoming is the Arundel Heritage Day where the Friends will provide outreach information on KFL as well as a book sale. They plan to give out coupons to get a free book at the Harvest book sale to people getting new library cards. The next Friends meeting is September 8 at 5:30.

6. Staff Presentation: Allison Atkins and Maria Richardson gave a presentation on all that goes into planning programs for KFL, "The Journey from Idea to Program".

*The slides and notes are included in the Board Packet. *

Thank you to Allison and Maria for outlining the significant amount of staff time, effort and joy that staff puts into planning and holding programs and events.

7. Old Business: FY25 Fundraiser Schedule - the net for the smaller fundraisers was \$4642.67, most of which was the wreath sale. The small gain for events which often are quite a bit of work is the reason to change focus of PR&E to more outreach and stewardship. The committee will be developing a fundraising schedule. It may work more closely with the Friends on the small events.

8. New Business: The Employment Verification and Library Card Eligibility Policies should be reviewed with comments sent to Judy. The Board will review them again next month after G&P looks at them again.

A new committee is being formed to coordinate the expansion. Michelle sent out a press release about KFL's RFP to find an Owner's Project Manager (OPM) for the expansion. The Board was given a link to the RFP as well as an outline of the purpose and goals for the Expansion committee. It includes members of the Executive Committee and interested community members who have been heavily invested in the success of KFL. It will probably remain small initially with the focus on the RFP. The committee's main purpose is to provide guidance and oversight to aid Michelle and to provide oversight to the Owner's Program Manager when they are hired. The OPM, the steering committee and the staff will subsequently be hiring architects and construction firms. As the tasks grow, the committee may grow as well. The committee will be reporting to the Board, staff and community to keep all informed of milestones and next steps. The committee will determine how the fundraising will be done, perhaps through a capital campaign and whether there should be a manager or consultant to manage that. The meetings will start in September, and the minutes added to the Reports.

9. Announcements and Other Business: Vicki mentioned the two reports provided, one on Foundation giving in Maine. She noted there was \$1.37 billion in charitable giving and individuals gave \$842 million of that, a high percentage. On the article on KFL cats, she noted the cats bring the library a lot of publicity.

Next month trustees will pick the committees to serve on, so visit them this month to decide. Also, Michelle will review the website for education. Please review the Trustee

Manual. Folder one has the meeting calendar, board members, committee selection, development opportunities, meeting ground rules and trustee duties and responsibilities. Note that the Friends meeting in September is at 5:30.

10. Executive Committee: None

11. Adjournment: At 5:15 pm

Respectfully submitted by Kate Ostell, Recorder