

Kennebunk Free Library
Board of Trustees – Meeting Minutes
September 30, 2025

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

1. Roll Call and Welcome Visitors: All present were introduced.

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

Staff present: Michelle Conners (Director), Allison Atkins (Assistant Director), Anita Randall (Development Director)

Friends of the Library: Kat Boucher, Liz Hammell, Peg Nelson, Risa Oganessoff-Heersche

2. Review of Agenda: Added under New Business - Holiday Giving (Anita)
There will be an Executive Session.

3. Review and Accept Minutes of August 26, 2025, Board Meeting: A motion to accept the minutes of June 26, 2025, Board Meeting was made by Bill, seconded by Jim and approved unanimously with no discussion.

4. Acceptance of submitted reports: A motion was made to accept the submitted reports was made by Laura D., seconded by Greg and approved unanimously. Discussion of reports followed.

- Director's Report: This was a quieter month following the busy July and August. In response to a question Michelle stated there is a tentative offer out for a new cataloger after reviewing the first round of candidates.
- Facilities: Laura D. noted the biggest expense coming up is the gutter repairs which, combined with fixing the leaking chimney, will cost about \$17,000. Everything else is in the reports.
- Finance: Greg said the report covers it all, with a note there is still back-end bookkeeping related to donations/receipts from the end of FY25.
- PR&E/O&S: Bill said the shift in focus from smaller, event-based events to donor cultivation is still a work in progress.
- G&P: Judy reported the committee has recommended changes to the new Naming Rights Policy. The Employee Grievance Policy and Procedure reworded part of Step One and changes "Library Director" to "Executive Director". The latter is being changed in the By-Laws and other Policies as they come up. The Special Collections Management Policy was also reviewed. Policies will be reviewed in Old and New Business.

- Expansion Steering Committee: Laura D. reported a schedule has been made to review the RFPs which are due October 5th. There have been offers of help from members of the community.

The vote to accept the submitted reports was unanimous.

5. Report from Friends of the Library: Risa, Friends of the Library VP, stated the Quarterly Meeting was September 8 with 19 people, including some new ones, present. There are 70 members, some much more active than others. The Book Sorting Committee under Peg has been very busy. Since April sales of books to three vendors raised \$786.96. The MayDay and Blueberry Festival book sales combined raised \$1674. Under Laura D.'s guidance, the Seashore Trolley ice cream event raised \$462. The Friends participated in Arundel Heritage Day for the first time, with Sarah Lucchesi as point person. Judy was instrumental in making this happen. Participation is mainly about outreach, but a small book sale raised \$70. Coupons were given which, if the person gets a new KFL library card, are good for a free book at the HarvestFest book sale on October 18. Kat met with Michelle and Bill on September 23 to discuss the transfer of leadership of the Seashore Trolley Museum ice cream event and Christmas wreath sales from Laura D./PR&E to the Friends. Unfortunately, the Friends do not have enough active members to take on leadership of these events in addition to the significant hours they spend weekly on book sorting and sales.

6. Old Business:

- Employment Verification Policy: Second reading. A motion to approve the policy was made by Judy, seconded by Laura D. and passed unanimously.
- Library Card Eligibility Policy: Second reading. A motion to approve the policy was made by Greg, seconded by Bill and passed unanimously.
- Review Mission and Vision: Bylaws require the Board review the Mission and Vision every year at the Annual Meeting. These were considered in depth during the Strategic Plan process last year. There were no comments or changes.

7. New Business:

- Employee Grievance Policy: The policy has been streamlined. No changes were suggested. It will be voted on next month.
- Bylaws: "Library Director" is changed to "Executive Director" and clarifications made. The major change is the deletion of the Development Committee and re-working of language for the PR&E Committee to reflect its new name and focus. The Bylaws will be further reviewed to be voted on next month.
- Holiday Giving: Anita reported last year the Challenge Fund, meant to inspire community giving, was \$12,000 and more than \$63,000 was raised, passing the Spring Appeal for the first time. This year's goals are \$65,000 in total and \$15,000 for the Challenge Fund. The latter has already been met before Trustee contributions. Trustees will be invited to pledge an amount they are comfortable with to the Challenge Fund and let Anita know by October 10. Anita publicly

thanked the Harringtons for increasing their pledge from \$2500 last year to \$10,000. An anonymous donor pledged \$5000 as well. Cole Harrison, a big supporter, is under new leadership and has restructured their giving to include a wider number of non-profits and a smaller KFL donation this year. They will give \$500 and will also continue to support the 5K.

- Committee selection: Trustees added their names to the committee membership spreadsheet and can continue to make changes remotely if they choose. Timing of committee meetings was discussed.

8. Announcements and Other Business:

- Review of online BoT Google Documents and the KFL website: Michelle reviewed the structure and contents of the Trustee Documents which include the Board Packets and the Trustee Manual. The link was sent in the August Board Meeting Packet. Michelle walked the group through the folders and their contents. Laura D. noted that each Committee Chair is responsible for updating the status of the Strategic Plan Action items. To locate this document go to the Trustee Documents then Trustee Manual, then “3. General” and look for the first item. Trustees are permitted to edit this file. If one can’t, let Michelle know. There was discussion of some difficulties accessing/editing the file depending on what device is being used. Michelle offered to download it as a PDF or as an Excel file to send a Trustee to write comments which she can then enter. Or a Trustee can send her what they want to add to a column. In folder “6. Policies” it is helpful to go to the Table of Contents which list all the policies. Many link back to what is on the KFL website, but this is where all policies can be found, including the ones that do not pertain to the public. Please let Michelle know if you find a dead link. Michelle demonstrated navigating the KFL website. The “About Us” sub-menu at the top of the home page has information most relevant to Trustees. Of note, the current RFP is under “About Us”, under “Policies and Reports”. Michelle recommended exploring the website.
- July and August 2025 Statistics: These are in the Packet. No discussion.

Adjourn to Executive Session: A motion was made by Laura D., seconded by Jim to adjourn to Executive Session at 5:20 pm.

9. Executive Session: Motion to adjourn the executive session was made by Greg at 5:27 pm

10. Adjournment: Motion to adjourn the Annual Meeting was made by Bill at 5:27 pm.

Respectfully submitted by Kate Ostell, Recorder

