

**KENNEBUNK FREE LIBRARY
BOARD OF TRUSTEES – MEETING MINUTES**

June 25, 2024

Item	People	Action
<u>Call to Order</u>	LP	The meeting was called to order at 4:30 pm at KFL and on Zoom.
<u>1.Roll Call and Welcome</u>	LP	<p><u>Trustees Present:</u> Greg Braun, Beth Crowe, Laura Dauphinais, Linda DeFelice, Laura Lancaster, Vicki Lyons, Linda Miller Cleary, Kate Ostell, Lori Parkinson, Judy Pitchforth</p> <p><u>Trustees Absent:</u> none</p> <p><u>Director:</u> Michelle Conners</p> <p><u>Assistant Director:</u> Allison Atkins</p> <p><u>Development Director:</u> Anita Randall</p> <p><u>Friends of the Library:</u> Peg Nelson</p>
<u>2.Review of Agenda</u>	LP	<p>Lori thanked everyone for their support over her last six years on the Board and pledged to stay involved with KFL after her second term ends this month.</p> <p>No Changes were noted to the Agenda.</p>
<u>3.Review and Accept Minutes of the past Board Meeting</u>	LDeF/LMC	A motion was made, seconded, and passed unanimously to accept the May 28, 2024 minutes.
<u>4.Acceptance of Submitted Reports</u> <ul style="list-style-type: none"> • Dir. Report June • G&P 6/12/2024 • Strat. Plan. 6/5/2024 • Finance 6/25/2024 • PR&E 5/30/2024 	VL/LL	<p>Motion made, seconded, and passed unanimously to approve all reports.</p> <p>Michelle and Allison talked about Flower Hammering Program and the great attendance. They gave a status on the Inter-Library Loan situation noting that a hearing was held regarding the RFP selection process with a decision due on 7/9. The selection will either be upheld with a roughly 3 week delay in the restart or the RFP process will need to be restarted.</p> <p>Finance – The committee reviewed the monthly reports and approved the Engagement Letter from our existing accounting firm.</p>

		<p>G&P – The committee recently completed salary planning and the Directors review. They are meeting with the Director tomorrow.</p> <p>PR&E – Laura D. asked for help advertising the fundraisers happening in July and August.</p> <p>Strategic Plan – The 5 KFL priorities identified at the retreat have been mapped to 1, 3 and 5 year goals. Each of the committees will be asked to discuss the appropriate goals and actions at their August meetings.</p>
<u>5.Report from Friends of the Library</u>	PN	<p>The Friends Group is still trying to find people to fill leadership roles. After contacting many long-time friends and newer members, a few roles will have new people, but interest in the leadership roles is still low. A new Recorder has been found. Risa OH will continue as a Friends representative on the Board, along with a couple other volunteers who will step in as needed. New volunteers were also found for book sorting and sales. Books not wanted by the Friends or Better World Books are being given away at the front of the library. The next book sale will be held as part of the Blueberry Festival on 7/27.</p>
<u>6.Strategic Plan</u>	MC	<p>Strategic Plan – Covered in section 4.</p>
<u>7.Old Business</u>	<p>LDeF/JP</p> <p>LDeF/JP</p>	<p>A motion was made, seconded, and passed unanimously to vote on next year's list of officers as a slate.</p> <p>A motion was made, seconded, and passed unanimously to accept the slate of officers for next year as presented.</p> <ul style="list-style-type: none"> • New Officers for FY2025 <ul style="list-style-type: none"> ○ President – Vicki Lyons ○ Vice President – Laura Dauphinais ○ Treasurer – Greg Braun ○ Recorder – Kate Ostell <p>Committee chairpersons for next year were also presented and will be voted on in September.</p>
<u>8.New Business</u>	n/a	<p>None.</p>
<u>9.Announcements and Other Business</u>	MC	<p>Michelle mentioned still needing volunteers for 5K flyer distribution. She is in the midst of making "day of" volunteering assignments. 269 people are currently registered for the race, which is on track with last year's numbers. Race sponsorship is in good shape.</p> <p>The Maine State Library Quarterly report was provided to Board members.</p>

		<p>Michelle thanked Lori for her 6 years on the Board and announced that a name plate would be put in Designing Gardens with Flora of the American East by Carolyn Summers, in recognition for her service to KFL.</p> <p>Judy asked about activity at 1 Fletcher regarding the first-floor tenant moving out of their 2nd floor space. That activity is nearly complete.</p> <p>The 5K online auction goes live on July 2nd.</p> <p>Open Board meeting paused at 4:55pm</p>
<u>10.Executive Session</u>	LP	<p>Executive Session started at 4:56pm</p> <p>Discussion of potential new Trustees Discussion of the Director's Evaluation Letter</p> <p>Executive Session adjourned at 5:40pm</p>
<u>11.Adjournment</u>	<p>LDeF/LP</p> <p>VL</p>	<p>Jim Perry was elected Trustee by unanimous vote.</p> <p>A motion was made, seconded, and passed unanimously to accept the Director's Evaluation Letter as amended.</p> <p>Motion to adjourn. Adjourned at 5:43pm</p>
<u>12.Key Dates</u>		<p>Dates for committee meetings will be sent out on the Monthly Dates and Assignment List. Committee Chairs will confirm if a meeting will be held.</p> <p>Other Dates: July 2 – 5K Online Auction Live July 12 – 27th Edition KFL 5K July 27 – Blueberry Festival July 31 – Seashore Trolley Museum Ice Cream Night August 13 – Shop for a Cause at 173 Mercantile</p> <p>August 27 – Next Trustee Meeting – 4:30 pm https://networkmaine.zoom.us/j/85600118767</p>

Respectfully submitted, Laura Dauphinais, Kennebunk Free Library Board of Trustees Recorder