

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

**March 26, 2024**

<b>Item</b>	<b>People</b>	<b>Action</b>
<u>Call to Order</u>	LP	The meeting was called to order at 4:05 pm on Zoom.
<u>1.Roll Call and Welcome</u>	LP	<p><u>Trustees Present:</u> Greg Braun, Laura Dauphinais, Linda DeFelice, Laura Lancaster, Linda Miller Cleary, Lori Parkinson, Judy Pitchforth</p> <p><u>Trustees Absent:</u> Beth Crowe, Vicki Lyons, Kate Ostell</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, Risa Oganessoff-Heersche</p>
<u>2.Review of Agenda</u>	LP	No Change.
<u>3.Review and Accept Minutes of the past Board Meeting</u>	LDeF/GB	A motion was made, seconded, and passed unanimously to accept the February 27, 2024 minutes.
<u>4.Acceptance of Submitted Reports</u> <ul style="list-style-type: none"> <li>• Dir. Report March</li> <li>• Facilities 3/19/2024</li> <li>• G&amp;P 3/13/2024</li> <li>• PR&amp;E 3/12/2024</li> <li>• Strat. Plan 3/6/24 and 3/20/24</li> </ul>	LMC/LDeF	<p>Motion made, seconded, and passed unanimously to approve all reports.</p> <p>Michelle reported that most of the new furniture has arrived. She invited everyone to come see it and praised Allison for all of her efforts to coordinate the acquisitions.</p> <p>PR&amp;E – Looking for volunteers and families to walk in support of KFL in the May Day parade, Saturday, May 4th. Start planning a donation for the Road Race auction. It can be something that you donate yourself or get from a business.</p> <p>Facilities and G&amp;P – Nothing to add.</p> <p>Strategic Plan – Covered later in meeting.</p> <p>Finance – March meeting was cancelled with material to be reviewed in April.</p>

<u>5.Report from Friends of the Library</u>	PN/ROH	Better World Books (BWB) now requires scanning but is taking more books than expected. Books that Giddy Worm, BWB and the Friends don't want for book sales will be put in the front lobby for a minimal cost. Others will also be put out for free or almost free at the next book sale. The next quarterly Friends Meeting will be held April 8 <sup>th</sup> from 5:30pm-6:30pm on Zoom. The next book sale is scheduled for 5/4 and Peg will be looking for volunteers.
<u>6.Strategic Plan</u>	MC	Michelle asked that all board members read through all of the strategic plan inputs in the board packet by 4/11. The information includes: AI generated thematic summaries of each Focus Group; Michelle's summary; Community Profile (Linda DeFelice); Graphs from the community survey; and a Word Cloud (Linda DeFelice) of what is valued most at KFL – Staff being #1. Michelle will add the number of people that attended each Focus Group.
<u>7.Old Business</u>	n/a	
<u>8.New Business</u>	n/a	
<u>9.Announcements and Other Business</u>	LP/LDeF	<p>Linda DeFelice talked about progress of the nomination process. She has contacted 10 of the 13 potential trustee names. Three seem very interested and have signed up for the information session on 4/2. Linda, Lori, Laura D and 1 new board member will speak at each information session. Linda will send out the format next week and it will include an information exchange, Q&amp;A and then a library tour.</p> <p>Lori mentioned the January statistics and MSL information in the board packet. Emmaline will be graduating with her MLS on 5/4, the same day that Michelle will most likely graduate with her PhD. With Emmaline's graduation, all KFL professional employees will have their MLS.</p> <p>The Board Retreat will happen on 4/11 from 9:30am-230pm.</p>
<u>10.Executive Session</u>	LP	Executive trustee session started at 4:24pm.
<u>11.Adjournment</u>	LD	Motion to adjourn. Adjourned at 4:30pm
<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:</p>

		<p> April 2 and 24 – Trustee Information Sessions  April 8 – Friends Meeting – 5:30pm  April 11 – Board Retreat – 9:30am-2:30pm  May 4 – May Day – Parade, Book Sale and Faerie Festival  May 21 and 22 Trustee Interviews  May 23 – Library closed for staff training  July 12 – 27th Edition KFL 5K </p> <p> April 30 – Next Trustee Meeting – <b>4:30 pm</b>  <a href="https://networkmaine.zoom.us/j/85600118767">https://networkmaine.zoom.us/j/85600118767</a> </p>
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Respectfully submitted, Laura Dauphinais, Kennebunk Free Library Board of Trustees Recorder