

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

**May 28, 2024**

<b>Item</b>	<b>People</b>	<b>Action</b>
<u>Call to Order</u>	LP	The meeting was called to order at 4:32 pm on Zoom.
<u>1.Roll Call and Welcome</u>	LP	<p><u>Trustees Present:</u> Greg Braun, Laura Dauphinais, Linda DeFelice, Laura Lancaster, Vicki Lyons, Kate Ostell, Lori Parkinson, Judy Pitchforth</p> <p><u>Trustees Absent:</u> Beth Crowe, Linda Miller Cleary</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	Add BSM/Hope Woods/KFL/UU Church Discussions to Old Business; Add 5K Race Auction to Announcements
<u>3.Review and Accept Minutes of the past Board Meeting</u>	LDef/KO	A motion was made, seconded, and passed unanimously to accept the April 30, 2024 minutes.
<u>4.Acceptance of Submitted Reports</u> <ul style="list-style-type: none"> <li>• Dir. Report May</li> <li>• G&amp;P 5/1/2024</li> <li>• Strat. Plan. 5/22/2024</li> <li>• Finance 5/14/2024</li> <li>• PR&amp;E 5/14/2024</li> <li>• Facilities 5/21/2024</li> </ul>	LDef/JP	<p>Motion made, seconded, and passed unanimously to approve all reports.</p> <p>Michelle talked about the flooding on the bottom floor and the recovery. She mentioned that inter-library loans may experience delays over the summer that could last months. The award process to the transport vendor is being challenged. Reciprocal borrowing will still be available. The library will have places where patrons can suggest books to be bought by KFL during this period.</p> <p>Finance – The committee reviewed the monthly reports as well as the salary plan. They recommend approving the salary plan as presented.</p> <p>Facilities - A new tenant has moved into the far-side 2nd floor apartment. There is a one-year lease in place. The tenant was found through York County Community Action and the town of Kennebunk. If the tenant finds a more permanent</p>

		<p>living situation, then a new tenant would be identified through the same organizations.</p> <p>G&amp;P – Covered in section 8.</p> <p>PR&amp;E – Nothing to add.</p> <p>Strategic Plan – Covered in section 6.</p>
<u>5.Report from Friends of the Library</u>	PN	The May Day Booksale made \$1365 despite lowering prices to clear inventory! The next Booksale will be held as part of the Blueberry Festival on 7/27.
<u>6.Strategic Plan</u>	MC	The committee met with Mary Budd to review our Strategic Framework draft. They are narrowing in on objectives and assigning years for goals. Mary provided much detail regarding next steps.
<u>7.Old Business</u>	LP	Lori Parkinson attended some exploratory meetings regarding the formation of a more formal collaboration among the Brick Store Museum, the UU Church, Hope Woods, and KFL. At their last meeting, it was decided to pause this idea for now due to current collaboration working well, most groups having higher priorities to work on and that all groups are all part of the Chamber's Non-Profit group.
<u>8.New Business</u>	<p>LDeF/KO</p> <p>LDeF</p>	<p>The following motion was made, seconded, and passed unanimously: Move to adopt the G&amp;P recommendation to increase the staff salaries as presented and that it be reflected as a "negative variance" on the salary budget line of the FY 2025 budget. The proposed salary plan was created leveraging the data from the Maine Library's recent salary survey and the Town of Kennebunk's current salary ranges of roles similar to KFL roles.</p> <p>Lori thanked Linda DeFelice for all of her efforts as the Nominating Committee. Linda D. thanked Lori P and Laura D for supporting her efforts. Two potential new Trustees have been identified and will be voted on at the June board meeting. The Officers for next year have been identified and will also be voted on in June. Committee Chairs for next year have been identified. They will take over after the September meetings. New and existing trustees are invited to attend August and September committee meetings. At the September Board meeting, all Trustees will select their committees for the following year.</p>
<u>9.Announcements and Other Business</u>	LP/MC	Anita thanked Trustees for items that they have donated to the race auction. 111 items have been received to date, compared to a total of 125 items received last year. Item pictures will be taken next week and uploaded to the auction

		<p>website as part of the online setup in June. The auction will run online from 7/2 through 7/16.</p> <p>Michelle asked that Trustees sign up to volunteer at the race if they hadn't already. Race flyers will be available shortly for distribution and a couple of routes still need volunteers. Michelle will also be looking for volunteers to distribute race notices to homes along the race route.</p> <p>Judy Pitchforth will have a table set-up at the Arundel Voting Polls to distribute KFL information and increase Arundel awareness of KFL resources. Trustees were asked to let Judy and Michelle know if they could spare an hour to two to man the table.</p>
<u>10.Executive Session</u>	n/a	
<u>11.Adjournment</u>	LD	<p>Motion to adjourn.</p> <p>Adjourned at 5:10pm</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:</p> <p>June 11 – Information Table at Arundel Voting Place</p> <p>June 19 – Juneteenth – KFL Closed</p> <p>June 24 – Summer Reading Kickoff Event</p> <p>July 12 – 27th Edition KFL 5K</p> <p>July 27 – Blueberry Festival</p> <p>July 31 – Seashore Trolley Museum Ice Cream Night</p> <p>June 25 – Next Trustee Meeting – 4:30 pm</p> <p><a href="https://networkmaine.zoom.us/j/85600118767">https://networkmaine.zoom.us/j/85600118767</a></p>

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