

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

November 28, 2023

Item	People	Action
<u>Call to Order</u>	LP	The meeting was called to order at 4:30 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, Linda Miller Cleary, Kate Ostell, Lori Parkinson, Judy Pitchforth</p> <p><u>Trustees Absent:</u> Beth Crowe</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	Added a report from Anita regarding the Holiday Giving Campaign
<u>3.Review and Accept Minutes of the past Board Meeting</u>	LMC/LDeF	A motion was made, seconded, and passed unanimously to accept the October 31, 2023 minutes.
<u>4.Acceptance of Submitted Reports</u> <ul style="list-style-type: none"> • Dir. Report November • Facilities 11/9/23 • Finance 11/14/23 • G&P 11/8/23 • PR&E 11/14/23 • Strat. Plan 11/20/23 	LDef/VL	<p>Motion made, seconded, and passed unanimously to approve all reports.</p> <p>Lori acknowledged that Arundel paid \$17000 this year.</p> <p>Michelle provided some stats answering previous questions: During this time (July 1, 2022 - June 30, 2023) we averaged 76 new cards per month. Downloads of our eaudio and ebook loans accounted for 13% of our total circulation.</p> <p>PR&E - For the wine tasting our income was \$582.32. It was very well received. All but 3 of the 190 wreaths for pick-up are gone. 10 additional wreaths were mailed by the vendor.</p> <p>Facilities – John attended the meeting and brought an HVAC quote to be voted on later in this meeting. Since the Facilities meeting, John secured a painting quote that will also be voted on later in this meeting. The Release Deed</p>

		<p>was pulled for 1 Fletcher but has a zip code error that will need to be corrected.</p> <p>G&P has identified the Strategic Plan goals that will be held over into the next plan.</p>
<u>5.Report from Friends of the Library</u>	PN	The Friend's Holiday Pop-Up Sale made \$96. No further PoP-Up Sales are planned in 2023. The next Friends project will be to cull and organize the Children's and Young Adult books. They have volunteers to start in 2024.
<u>6.Strategic Plan</u>	LDeF	See notes in Section 4.
<u>7.Old Business</u>	n/a	n/a
<u>8.New Business</u>	LP	<p>Lori discussed that John has found a painter that has availability soon. We reviewed a quote from that painter for interior walls as well as exterior window trim. Michelle checked with the town and \$30,000 capital funds are still available for this project. The board needs to vote on using an additional \$7625 of KFL funds to move forward. Lori motioned to approve the funding and Laura D. seconded that motion. The motion was unanimously approved.</p> <p>Lori discussed the need to replace the Building Automation System that controls the HVAC system. The current controller is no longer supported and running JAVA on an old PC. We reviewed a quote from Maine Controls to replace the controller with an HTML system that can be controlled from anywhere. Maine Controls is the only company that won't require a much larger retrofit. Going forward we would have choices regarding support companies. The quote includes staff training. Lori motioned to approve the funding and Laura D. seconded that motion. The motion was unanimously approved.</p>
<u>9.Announcements and Other Business</u>	AR	<p>Anita thanked everyone who helped with folding, stamping, stuffing and sealing the over 2600 Holiday Giving letters. 554 included personal notes. She mentioned sending the Giving Tuesday email out today and that we had received \$1500 just today. To date, we have received \$6000+ towards Holiday Giving beyond the Matching Funds.</p> <p>She also asked all board members to follow KFL on Facebook and Instagram. She also asked that they "like" posts and comment occasionally.</p>
<u>10.Executive Session</u>	KO/LDeF	Board meeting adjourned at 5:05pm Executive Session started at 5:06pm
<u>11.Adjournment</u>	LD	Motion to adjourn.

		Executive Session adjourned at 5:10pm
<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: 1/8 – Friends Meeting</p> <p>January 30 – Next Trustee Meeting – 4:30 p.m. https://networkmaine.zoom.us/j/85600118767</p>

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