

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

February 27, 2024

Item	People	Action
<u>Call to Order</u>	LDeF	The meeting was called to order at 4:31 pm on Zoom.
<u>1.Roll Call and Welcome</u>	LDeF	<p><u>Trustees Present:</u> Greg Braun, Beth Crowe, Laura Dauphinais, Linda DeFelice, Laura Lancaster, Vicki Lyons, Linda Miller Cleary, Kate Ostell</p> <p><u>Trustees Absent:</u> Lori Parkinson, Judy Pitchforth</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>	LDeF	No Change.
<u>3.Review and Accept Minutes of the past Board Meeting</u>	LMC/KO	A motion was made, seconded, and passed unanimously to accept the January 30, 2024 minutes.
<u>4.Acceptance of Submitted Reports</u> <ul style="list-style-type: none"> • Dir. Report February • Finance 2/13/2024 • PR&E 2/13/2024 • Strat. Plan 2/7/24 and 2/21/24 	VL/LD	<p>Motion made, seconded, and passed unanimously to approve all reports.</p> <p>Michelle reported that she may be able to complete her dissertation by June.</p> <p>PR&E – Sign-up for the Pottery painting on 3/26. 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>Strategic Plan – Michelle asked that trustees encourage community members to participate in the remaining Focus Groups. So far, the turnout has been good and there have been good discussions. Four hundred and forty-one people have participated in the survey, to date. Eight or nine interviews of stakeholders have been completed.</p> <p>Finance – Our Financial Advisor, Richard Meagher, met with the Finance Committee to give a status and recommend</p>

		<p>moving the investment account into a new account that would minimize transaction commissions. This recommendation was approved by the committee.</p> <p>Nomination Committee – Linda DeFelice summarized the Board Skills Assessment survey. She highlighted the most needed skills and experience is considering new Trustees: Diversity (gender, age, families with children, race, towns - Arundel and West K, etc), Financial Management/Accounting, Law/Legal Affairs, Philanthropy, Small Business, Building/Facilities and Municipal experience. She asked that current trustees send potential new Trustee names to her by Tuesday March 5th.</p>
<u>5.Report from Friends of the Library</u>	PN	<p>April 8th is the next Friends meeting. A February Pop-Up Book Sale of paperbacks and DVDs (all 4/\$1) made \$135.01. The children's and young adult books sale books have been sorted by reading level and culled for the next book sale. Better World Books is changing what they accept starting in March so that may cause some changes in the sorting procedures going forward.</p>
<u>6.Strategic Plan</u>	MC	<p>See earlier details above in Submitted Reports. Next step, once the focus groups are complete, will be the data analysis leveraging Focus Group and Survey data. The Board retreat is scheduled for April 11.</p>
<u>7.Old Business</u>	LDeF LMC/LD KO/VL	<p>A second Board level review of the Documentation Retention & Destruction Policy and the Exhibits Policy was completed. A motion was made, seconded, and passed unanimously to approve the Documentation Retention & Destruction Policy. A motion was made, seconded, and passed unanimously to approve the Exhibits Policy.</p>
<u>8.New Business</u>	LDeF	<p>Trustee Information Sessions will be happening on April 2nd and April 24th. We would like a newer Board member to attend each of these sessions. The interviews of potential new Trustees are scheduled for 5/21 and 5/22. Newer Trustees are also wanted for the interview panels.</p>
<u>9.Announcements and Other Business</u>	MC/AR	<p>Michelle said that the KFL painting project was completed yesterday, which was ahead of schedule. Many thanks to Allison and the staff for facilitating the Project.</p> <p>Anita reported on the sponsor status for the Road Race. To date, we have received \$21750 from 22 businesses (3 new). Bangor Savings supplied volunteers for the painting preparation and cleanup, as well as being a financial sponsor for the Road Race.</p>
<u>10.Executive Session</u>		n/a

<u>11.Adjournment</u>	LD	Motion to adjourn. Adjourned at 4:51pm
<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>March 5 and 11 – Focus Groups</p> <p>March 26 – Pottery Painting Fundraiser at Creative Soul</p> <p>April 2 and 24 – Trustee Information Sessions</p> <p>April 8 – Friends Meeting – 5:30pm</p> <p>April 11 – Board Retreat – Full Day</p> <p>May 4 – May Day: Parade, Book Sale and Faerie Festival</p> <p>May 21 and 22 Potential Trustee Interviews</p> <p>May 23 – Library closed for staff training</p> <p>July 12 – 27th Edition KFL 5K</p> <p>March 26 – Next Trustee Meeting – 4:00 pm https://networkmaine.zoom.us/j/85600118767</p>

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