

Kennett Library
Board Meeting Minutes

July 19 2016

Board of Trustees

☒ Stan Allen ☒ Karen Ammon ☒ Chris Britt ☐ Jerry Brown ☒ Betsy Del Vecchio
☒ Jim DiLuzio ☒ Chris Larsen ☒ Bill McLachlan ☒ Brenda Mercomes ☒ Carolyn Mohr
☒ Loren Pearson ☒ Brad Peiper ☒ Thomas Swett ☐ Barry Tomasetti ☒ Jeff Yetter

13 present (15 trustees)-Quorum achieved

☒ Donna Murray - Director

Guests

Filomena Elliott, Kathleen Brady Shea,

Agenda items

Public comment

- There were no public comments.

Approval of June 2016 minutes

- Chris Larsen made a motion, seconded by Brenda Mercomes, to approve the minutes and the motion carried unanimously.

Presentation on the new branding for the library (Brad Peiper)

- The presentation by Brad Peiper focused on the development of the new logo for the Kennett Library. The logo was developed by Carriage House Design in cooperation with EnvisianStrategic and the process encompassed 3 iterations leading to a selection to be presented to the full board for approval at today's meeting.
- Brad displayed examples of how the logo will be displayed on the library exterior windows and walls including examples of business cards, letterhead's, etc.
- Brad mentioned that the logo will not incorporate the location component (*at Bayard Taylor Commons*) until the library moves into a new building.
- Karen Ammon made a motion to formally adopt the selected logo and this was seconded by Loren Pearson. The board approved the motion by a vote of all 13 trustees present.
- Jeff Yetter explained that there will be a formal introduction of the logo targeted for the 2nd week of September. Until then the logo will not be displayed. (*The logo above will be eliminated from this meeting summary for posting on the library website.*)



Presidents Report

- Tom Swett announced that the executive committee will meet at 4 PM the first Monday of each month which may be more convenient if other board members would like to attend the meeting. The other EC meetings are typically held at 10 AM on Monday (subject to change) at the library.
- Tom mentioned that he recently visited the Silver Spring, Maryland library and hopes to visit other libraries in the future.

Director's Reports

- The formal Director's report was submitted to all board members with the agenda.
 - Donna read a note from Diane Myers of the Home & Garden Committee thanking the board for their involvement in this most recent and very successful Home & Garden Tour.
 - Donna requested that all board members submit to her their hours worked in support of the library (not including the trustee board meetings) at the end of each month by email. A request was made for her to send an email reminder at the end of each month so that trustees could reply with their hours.
 - Donna has received completed background checks from a number of trustees but all board members are required to finalize this as soon as convenient.
 - Board members are encouraged to visit the library during this week when the library is holding Maker Camp.
-

Kennett Library
Board Meeting Minutes

Agenda items

- The library staff will be participating in “3rd Thursday” (July 21), downtown Kennett Square, providing games and activities for children in the State Street/Union Street intersection.

Committee Reports

New Building (Carolyn Mohr)

- There was no meeting in July as previously the committee had selected Lukmire as the preferred architectural firm. This recommendation was passed onto the VPP (Visioning Grant Project) task team.
- Jeff Yetter explained that the VPP grant will yield approximately \$50,000, including donations from both Kennett Township and the library itself, which will be used to initiate the initial planning for the library/community center. This will include community meetings and discussions with the library staff. The effort will start in early September with conclusion in approximately December and a final report in January.

Personnel (Jeff Yetter)

- Jeff Yetter explained that the personnel committee has been busy with the development of a personnel review template used for employee reviews which have been completed for library employees. The committee is finalizing the review of the director.
- The committee also has undertaken a review of the employee benefits package with a report to be issued shortly.

Adult Literacy (Filomena Elliott)

- Filomena mentioned that the ALP has been busy with testing and data collection. Seven new tutors have been matched with students and Filomena conducted a tutor appreciation ceremony on June 5.
- Filomena and Lupe Ruiz attended the Greenwood School open house.
- Filomena will be teaching an ESL conversation class this summer.
- Through her personal effort, Filomena collected \$350 of gift cards from various stores around the community in order to produce a gift lottery basket which netted \$650. Guillen Nuñez, who won the lottery and who is a new owner of the Original Snack Factory in West Chester, donated the gift basket back to the Adult Literacy Program so it could be used again.

Communications & Marketing (Jeff Yetter)

- Jeff explained that the committee has been busy working with EnvisianStrategic and Carriage House Design on the new logo.
- The committee is also exploring two possible donor events for this fall including a book signing in the library and a reception at a local restaurant.
- Jeff detailed his recent visit to the Lewes (Delaware) library. He noted that this library, designed by Lukmire, has 100 volunteers which is managed by the Friends of the Library organization.

Finance (Bill McLachlan)

- The June and 6 months' year-to-date financial report was submitted to the trustees prior to the board meeting. On a year-to-date basis, library revenue is 7% ahead of budget while expenses (before capital outlay) are 3.6% higher than budget. This has produced a “Net” that is considerably above the budget.
 - Reviewing projected 2nd half revenues and expenses, Bill suggested that there is a possibility that without any large unanticipated expenses or revenue shortfalls the library could end the year with a much smaller deficit than projected in the budget.
-

Kennett Library
Board Meeting Minutes

Agenda items

- The library investment funds at the end of June had a value of \$2.9 million. The Restricted fund has funded the name change and logo redesign projects along with initial legal and organizational representative fees.

Board Development (Karen Ammon)

- Karen indicated that the Board Development committee will be meeting following this board meeting to start discussions on 3 needed projects: meetings: 1. New board member binder, 2. Trustee emeritus guidelines, and 3. Board member classes and reappointments.

Policy (Bill McLachlan)

- The Policy committee needs to finalize a revised Bylaws document. The Policy Manual also needs to be updated as it was last revised in 2011. Concurrent with this effort, the Policy committee will assist the personnel committee on an update/revision to the employee manual.

Adjournment

- A motion to adjourn was made by Bill McLachlan seconded by Karen Ammon with unanimous consent. The meeting was adjourned at 5:59 PM

The next meeting of the Board of Trustees is August 15, 2016 at 5 PM in the lower conference room of the Market as Liberty Place.

Respectfully Submitted,



William C McLachlan
Secretary