

Kennett Library
Board Meeting Minutes

August 16 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

10 present (15 trustees)-Quorum achieved

Donna Murray - Director

Guests

Agenda items

Public comment

- There were no public comments.

Approval of July 2016 minutes

- Brad Peiper motioned to approve the July minutes and the motion carried unanimously.

Report on visits to area libraries-Tom & Jeff
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- Jeff Yetter discussed his visit to the Lewes (Delaware) brand-new library of 29,000 ft.². Completed in 2016, this library maintains a staff of just five people but supported by 100 volunteers.
- Jeff, Tom, and Bill visited the Easttown, Tredyffrin, and Luddington (Merion Township) libraries. Easttown and Tredyffrin provided guided tours for the group. Both appeared to be quite well-managed but with the same issue of securing sufficient funds to run their favorite programs. The common theme expressed to the group regarding building a new library was to remember “function over form”. This was apparent at the Tredyffrin library, which won an architectural award but according to the tour guide was extremely difficult to staff and manage because of the layout.
- Tom spoke of his visit to the Silver Spring (Md) library which was designed by Lukmire Architects.
- One critical take away from these visits is that the new building committee and the library board does need to adequately assess the technology needs of the new building.

Presidents Report

- Tom mentioned that there is a legislative breakfast at the Exton Public Library on September 23 at 7:30 AM. This is an opportunity for library board members and directors to meet the Chester County Commissioners and committee members.
- Tom will be meeting with Dr. Cole, curator of the Hagley Museum, to continue discussions about Dr. Cole’s interest in displaying patent models at the library in the future.
- Also of interest is the Kennett Square Economic Development plan to be introduced at a September 8, 2016 meeting at the American Legion Hall at 6:30 PM. All are invited.

Director’s Reports

- The formal Director’s report was submitted to all board members with the agenda and trustees are encouraged to review the report.
 - Donna mentioned that patron statistics are down for July but CCLS is also reporting a similar downturn at other County libraries. Donna mentioned she and her staff will be investigating further.
 - The funding committee for CCLS is engaged in updating the state & county model that determines funding for each of the 18 member libraries. It was discussed at the SAC meeting the prior week. The committee is looking into including an additional funding variable of computer usage.
 - The CCLS Technology committee is reporting declining computer usage statistics among all member libraries which may influence funding for computers in the future.
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Committee Reports

New Building (Carolyn Mohr)

- NBC will hold its monthly meeting on August 24 with a planned teleconference with Greg Lukmire, the consultant chosen to lead the VPP “Visioning” project starting in September.

Personnel (Jeff Yetter)

- The committee was finalizing Donna’s review.
- The committee has also recommended the creation of position descriptions for all library positions.

ALP

- The Executive Committee had recommended that all board committees should be chaired by a board member with Donna’s concurrence. Stan Allen has agreed to head the ALP committee.

Communications & Marketing (Jeff Yetter)

- A considerable amount of effort has gone into planning for the new library exterior signage focusing on having everything ready for a September 15 “opening”.
- The library lobby will also be modified with new track lighting, a big screen TV and two displays being designed by Carl Francis.
- Carl Francis recommended that the 2015 “annual report”, scheduled to be released during the summer”, be delayed and used to also introduce the new library name and logo. Carl has offered to update the document which will now also include a 2016 update. This update will also include 2016 initiatives of the #1 board project – a new building.
- Jeff is working with Sara Leff to initiate the “Friends of the library” committee.
- Jeff is working with Ivy Weir to redesign the seasonal program book.

Finance (Bill McLachlan)

- The July financial report was submitted to the Trustees prior to the board meeting. On a year-to-date basis, library revenue is 39% ahead of budget due to a spike of donations in July while expenses (before capital outlay) are 0.6% higher than budget. This has produced a “Net” that is 21% above the budget.
- The two largest expense categories are personnel and library materials. It has been recommended to Donna to forgo the hiring of two full-time employees to replace two positions which have been vacated earlier this year and to possibly use volunteers to supplement staff.
- Year-to-date expenses for library materials are worrisome in that \$81,000 has been spent through seven months versus a full year budget of \$100,000. It has been requested that library material expenditures be substantially reduced during the next five months in an effort to meet the full year budget.
- The library investment funds at the end of July had a value of \$2.9 million and has increased \$149K from the beginning of 2016 even considering that so far this year \$57.5K has been withdrawn for the name change and logo design projects.

Board Development (Karen Ammon)

- Bill McLachlan (for Karen) mentioned the committee’s effort to redesign the trustee manual.

Policy (Bill McLachlan)

- The Policy committee is finalizing 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
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committee will assist the personnel committee on an update/revision to the employee manual.

Adjournment

- A motion to adjourn was made at 5:59 PM

The next meeting of the Board of Trustees is September 20 2016 at 5 PM in the lower conference room of the Market as Liberty Place.

Respectfully Submitted,



William C McLachlan
Secretary