

**Kennett Library**  
**Board Meeting Minutes**

December 13, 2016

**Board of Trustees**

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

*11 present (15 trustees)-Quorum achieved*

**Guests**

Bill Landmesser, Filomena Elliott

<b>Agenda items</b>
<b>Public comment</b>
There were no public comments.
<b>Approval of November minutes</b>
A motion was introduced by Brad Peiper, seconded by Jeff Yetter and unanimously approved with no corrections.
<b>Library Director Recommendation</b>
<p>Brenda Mercomes, chair of the Library Director Search Committee, provided a summary of the search committee's effort. The committee, composed of Brenda, Jeff Yetter, Bill McLachlan, Loren Pearson, and Chris Britt (with assistance from Agatha Lyons, district consultant), developed the search advertisement which was placed in several sites frequented by library personnel. Twenty applications were received and eight were selected for first round interviews leading to the selection of three candidates for second round interviews in Kennett Square. This process started mid-September and ended on December 8 with the selection of Megan Walters as the unanimous choice of the committee.</p> <p>Bill McLachlan moved to select Megan Walters as the director of the Kennett library. This was seconded by Jeff Yetter and the motion was carried by a unanimous vote of the board.</p>
<b>2017 Library Budget</b>
<p>Bill McLachlan, Treas., presented the 2017 budget in summary form for both the Library fund and the Adult Literacy Program fund. The library fund shows a net deficit of \$20K which is a considerable improvement over the 2016 budget which showed a net deficit of \$75K. The Adult Literacy Program fund as presented has a net deficit of \$40,271. Much work will be needed in 2017 to search for grants and large donations to support this valuable program. Short of that, the library may need to consider transferring funds from the investment account.</p> <p>Loren Pearson moved to adopt the 2017 budget as presented. This was seconded by Brad Peiper and the vote was unanimous.</p>
<b>Director's Report</b>
The library director report was transmitted to all Trustees prior to the meeting. The report is morphing to a new, simplified format containing table/graphs showing vital trends and statistics.
<b>Presidents Report</b>
Tom Swett congratulated Debbie Kellar for her work as interim director from September 16. Debbie did a marvelous job stepping into this role following the resignation of Donna Murray and at the same time continued with her normal duties as circulation manager. In fact, the entire staff supported Debbie helping to keep the library operations functioning as normal by filling in where necessary.

**Kennett Library**  
**Board Meeting Minutes**

**Agenda items**

Tom also mentioned that at the January Board meeting there will be a presentation and discussion on 2017 goals.

**Committee Reports**

*New Building (Carolyn Mohr)*

Carolyn offered a brief summary of the November visioning meetings and mentioned that there were two concerns voiced at the meeting regarding the possibility that the Kennett Square Borough police department would share space in the new community center/library building. More detailed information detail is needed to demonstrate to the public that the police department will have their own entrance out of sight from the main entrance to the building and that the department quarters will be unavailable to the general public except in the administrative area.

*Personnel (Jeff Yetter)*

The employee manual continues in development.

*Communications & Marketing (Jeff Yetter)*

“Mondays with Megan” will be a new activity to introduce Megan Walters to the public. The Bayard Taylor Home and Garden Tour committee mentioned that Genesis Healthcare will support the 2017 tour with a much appreciated donation/sponsorship of \$1000. Jeff also reported that the committee is in need of two more volunteers.

Filomena Elliott has worked to collect 200 - 2 pound bags of rice for the food cupboard.

The library received the first donation for the upcoming and yet unannounced capital campaign of \$33,006. The funds will be deposited in the investment portfolio.

*Finance (Bill McLachlan)*

The West Marlborough Township donated an additional \$2000 in December making their full year 2016 donation \$3500. The Adult Literacy Program will again apply for a United Way of Southern Chester County grant in January.

\$15,000 has been moved from the “operating” investment fund to the Adult Literacy Program which is in need of cash. The library cash position is still healthy at \$70,000 at the beginning of December. The library will receive 100% of the state 2017 funding early January and 25% of the county funding which will rebuild the library cash considerably.

At the end of November, the library investment account totaled \$2,825,470. During November, the portfolio was down \$33,186 during a month of heavy gains for equities at the expense of bond funds.

*Board Development (Karen Ammon)*

The resident from the West Marlborough Township who had expressed some interest in the possibility of joining the board declined the invitation. Karen will reach out to the Township manager to seek other resident possibilities.

*Policy (Bill McLachlan)*

The policy manual is in need of updating which will be a joint development effort between the policy committee and the personnel committee.

**Kennett Library**  
**Board Meeting Minutes**

<b>Agenda items</b>
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<b>Adjournment</b>
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A motion to adjourn was made by Karen Ammon seconded by Jeff Yetter with unanimous consent. The meeting was adjourned at 5:52 PM
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The next meeting of the Board of Trustees is **January 17, 2017 at 5 PM** in the lower conference room of the Market at Liberty Place.

Respectfully Submitted,



William C McLachlan  
Secretary