

**MEETING OF THE BOARD OF TRUSTEES**

Tuesday, November 21, 2017, 5 PM  
at the **Church of the Advent Board Room**  
(401 N. Union St, Kennett Square)

---

*Your Notes*

*Tom Swett, President of the Board, presiding*

*Those items in bold print will require a motion from a Trustee*

- I. Public Comments
- II. **Motion to Adopt the Minutes of the September 2017 Board Meeting**
- III. President's Report – Tom – 5 minutes
- IV. Committee Reports (typically five minutes each)
  - a. ALP – Brad
  - b. SAC Representative - Brad
  - c. New Building– Bill
    - i. Updates by Bill & Jeff on site, architect schematic phase status, CMAR status
  - d. Personnel– Brenda
  - e. Communications and Marketing – Jeff
  - f. Development – Jeff
  - g. Finance – Bill
    - i. October Monthly Report & Draft 2018 Budget
  - h. Policy – Bill
  - i. Board Development – Karen
    - i. Organization meeting - January
- V. **Adjournment**

---

*The next board meeting is scheduled for  
Tuesday, **December 12 at 5 PM**, at the Church of the Advent*

**Supplemental information** for the meeting on October 17, 2017 (*please consider this information confidential*): Note – **this supplemental information should not be posted on our website with the agenda as it should not be made public.**

### **Selection of EDiS as Construction Manager**

EDiS is the largest construction company in the state Delaware but their activity is not limited to Delaware. Founded in 1908 as a masonry contractor, the company has grown into a major force in construction management in Delaware, Maryland, Pennsylvania, and New Jersey. Their construction volume exceeds \$1.5 billion worth of work in place. They will provide us preconstruction consultation for a fee and, upon initiation of construction, they will act as the Construction Manager *At Risk*.

EDiS will work closely with the library Board, the New Building Committee, and our design team RRMM Lukmire Architects (including Dennis Melton as their local architect), to bring this project to life. They have constructed 4 Delaware libraries having recently completed the 40,000 ft.<sup>2</sup> New Castle County library on Route 9.

EDiS was selected not only due to their construction management skills, expertise, and their signature processes, but their pricing was quite competitive and they impressed us with their knowledge of the local donor market as a result of their continuing focus in northern Delaware and Southern Chester County. We believe this will be a considerable asset to our capital campaign success. Two of their project team members (total of 5 – 1 more than the other company would have provided) assigned to the Kennett Library project actually live in Kennett Square including the superintendent of the project who will be on site every single day.

Their fee schedule is broken down into two parts:

- **Pre-construction**-assuming that preconstruction services would begin in October 2017 and completed by December 2018, the preconstruction consultation fee is \$53,800 (they were approximately \$7000 higher than the other company interviewed). This includes:
  - COMPASS planning workshop
  - Design coordination meetings
  - Community Meetings
  - Estimating Services
  - Value management program
  - Constructibility review
  - Master schedule preparation & monitoring, and
  - Preparation of trade contractor bidders list.

They assume that there will be 15 meetings over the course of the preconstruction period.

- **Construction**-their fee for construction services is based on the cost of the work (GMP-guaranteed maximum price) as defined in their contract and is **2.9%**. Assuming a “cost of work” of \$12 million (very early estimate), this results in a management fee of \$340K (\$140K *lower* than the other company).

**The Executive Committee requests your vote in favor of selecting EDiS as the Construction Manager at risk.**

---

### **Sale of the Ways Lane Property**

At the September 2017 board meeting the Board voted unanimously to affirm the recommendation by the Executive Committee to sell the Ways Lane property for \$900,000 to Chatham Financial Corp. Our lawyer is developing an agreement of sale which requires a Resolution as **Exhibit A** showing that the Board has approved the sale. As such, the Executive Committee is requesting a Trustee to introduce a motion as shown on the next page. The resolution will be completed at the conclusion of the board meeting on October 17 and submitted to our lawyer for inclusion in the agreement of sale.

Exhibit A  
**Resolution: Sale of the "Ways Lane" Property**

WHEREAS, the **Kennett Library** ("Seller") has offered for sale the property ("Property") generally known as the "Ways Lane lot", 700 E. Baltimore Pike, Kennett Township, Chester County, Chester County UPI/tax parcel number 62-4-54; and,

WHEREAS, **Chatham Financial Corporation** ("Buyer"), a Pennsylvania corporation, having a mailing address at 235 Whitehorse Ln., Kennett Square, PA 19348, has offered Nine Hundred Thousand (\$900,000) Dollars ("Purchase Price") as the total purchase price for the Property; and,

WHEREAS, the purchase price shall be paid in full by a bank treasurer's check, by title company check, or by wire transfer of immediately available funds at closing; therefore, be it

RESOLVED, that the Executive Committee of the Board requests a motion to be introduced at the regularly scheduled meeting of the Kennett Library Board of Trustees on October 17, 2017, **to accept the offer from the Buyer for the stated purchase price.**

§ § §

At its regularly scheduled board meeting of October 17, 2017, with a quorum of Trustees present, \_\_\_\_\_, a Trustee of the board, motioned to accept the purchase price of \$900,000 from the Buyer, Chatham Financial Corp., as full payment for the Ways Lane lot. The motion was seconded by \_\_\_\_\_, a Trustee of the board. There was no further discussion and the motion was carried with \_\_\_\_ Trustees voting in favor, \_\_\_\_ trustees voting against, and with \_\_\_\_ Trustees abstaining.

\_\_\_\_\_  
**Jeff Yetter**  
*Vice-President of the Board*

\_\_\_\_\_  
**Margaret Egli**  
*Secretary of the Board*