

Kennett Library
Board Meeting Minutes

November 21, 2017 Board of Trustees

Karen Ammon
 Gail Bowden
 Chris Britt
 Jerry Brown
 Margaret Egli
 Cathy Elder
 Jim DiLuzio
 Chris Larsen
 Bill McLachlan
 Brenda Mercomes
 Barbara Necarsulmer
 Loren Pearson
 Brad Peiper
 Thomas Swett
 Barry Tomasetti
 Jeff Yetter

12 present (16 Trustees)-Quorum achieved

Guests: Bill Landmesser and Megan Walters

Agenda items
<p>Opening of Meeting/Public Comments</p> <p>Tom Swett, President, opened the meeting at 4:58 p.m. Bill Landmesser complimented Jim DiLuzio and the group for the successful outcome of the New Garden referendum. Jim thanked Bill, who in turn recognized that this was a group effort. Tom thanked Jim and Bill for their positive remarks. Jeff added that we owe the Chester County Press a huge debt, because they went over and beyond in voicing support for the Library.</p>
<p>Approval of October Minutes</p> <p>A motion to approve the minutes was made by Barbara, seconded by Chris and unanimously approved with no corrections.</p>
<p>Upcoming Special Author Presentations at Library</p> <p>Tom announced that Jim DiLuzio will be presenting his new book "Passion Tide" at the Library on Saturday, December 2nd from 10:00 – 2:00 p.m. The following Saturday, December 9th, author Mark Bowden, will be holding a Question and Answer session and book signing from 10 :00 to 12:00.</p>
<p>Director's Report</p> <p>Megan was happy to report that circulation is up significantly due to receiving credit for Overdrive, which represents e-book and audio book rentals. Prior to October 2017, our circulation numbers did not reflect e-book rentals. After the change in reporting, October 2017 number was 4068 versus 1963 in October 2016. Megan believes this is a fairer representation of circulation.</p> <p>She has experienced a busy month which included attending the Pennsylvania Library convention in Pittsburgh, several staff development days, and reviewing the policy manual with Brenda.</p> <p>In addition, she recently hired Karina Tate, a new staff person to replace Zac, a part timer. Now that Karina is on board, there are now five staff members fluent in Spanish. Tom complimented Megan on the warmth of the staff.</p>
<p>ALP/SAC</p> <p>Brad reported that ALP has received \$70,019 from grants, donations, and book sale proceeds. Year end the figure should be closer to \$86K. This success can be credited to the spectacular effort from Filomena and her team, who actively went out and solicited support for the program. Another special initiative directed to the mushroom industry has been boosted with the support of Paul Frederic, a retiree of To-Jo Mushrooms. He has been a great resource in providing key contacts.</p> <p>In other ALP news, Brad announced that the first term of classes just ended November 21st. Due to the issue of lower attendance during the holiday season from Thanksgiving to Christmas, the second term won't start until January 2018. Additionally, ALP will be moving to trimesters.</p>

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<p>Tom said we are very fortunate to have Brad and Filomena and complimented them on closer collaboration with La Comunidad Hispana and the new mushroom industry initiative with Paul Frederic.</p>
NBC
<p>Jeff and Bill have stepped in to fill the leadership vacuum left by Committee Chair, Carolyn Mohr. Bill announced that we now have a signed agreement and fee schedule with the architects. Bill will be cutting a check to the architects for \$47,740 for the Visioning study.</p> <p>Jeff announced that he and Bill have been working with EDiS on four separate agreements. As the Construction Managers at Risk they will guarantee the price of the building. An issues list was sent to them today. Jeff advised the board that we are invited to a meeting with the Architects on Wednesday, November 29th from 10:00 a.m. until 12 to discuss new designs. They will be looking for decisions. Jeff will be meeting with Dennis Melton to request suggestions for improved flow in the plans.</p> <p>Cathy Elder asked about the status of the environmental study, which Bill advised her is on hold in case we secure an adjacent property to the Weinstein lot. The two properties would be done simultaneously. The property under consideration has some issues that need to be worked through before an agreement can be reached.</p>
Personnel
<p>Brenda and Megan are reviewing the Employee manual. They are also working on the 2018 Library calendar to make sure that it aligns with Chester County Library System.</p> <p>Tom complimented Brenda on her recent election to the Kennett Borough Council.</p>
Communications/Marketing
<p>Jeff and Megan started planning the 2018 Fall Fundraiser and have received input from Sylvia and Connie Carter. Jeff alerted us that the Annual Giving Campaign will hit the mail December 1st. He is using a newer more efficient mailing list. Jeff was happy to report the Library has four free ads in FIG. These ads will be planned with Connie and Sylvia.</p> <p>Jeff informed us that Filomena is collecting white rice for the KACS and asked board members to support this initiative with a donation.</p> <p>Jeff announced that the Way's Lane sales contract has been signed. The buyer has requested confidentiality. After the sale, the buyer will work with the Library on a press release.</p>
Sunshine Act
<p>Jim DiLuzio raised the issue of the Sunshine Act and asked about implications for the board. Tom said that the hallmark of our board is due process.</p>
Finance
<p>Bill reported that currently there is a \$52K surplus in the draft budget. He is projecting that the final 2018 budget year-end surplus will be closer to \$30K. If the final budget does contain a surplus, he would like to push those monies to the investment portfolio. Bill wants Megan to check personnel expenses. Presently ALP is showing a \$24K deficit, however he is expecting ALP to break even by year-end. 93% of ALP expense is employee expense. He acknowledged Filomena for doing a great job keeping program costs down. Tom also recognized the major accomplishments of the ALP team.</p>

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Bill will also be budgeting for the capital reserve account (021) in anticipation of large expenses in 2018. Due to preparation of the budget and the Library project considerations, the revision of the Policy Manual is on the backburner.
Board Development
<p>Karen Ammon reminded the trustees that there is an onboarding process for new board members. She distributed a New Trustee Action Plan which detailed the orientation process by accessing the CCLS website. Karen also reminded us that the first board meeting in January 2018 will be the reorganization meeting.</p> <p>Previously in the meeting, Karen had advocated for the establishment of a Friends of the Library who could assist with future fundraisers.</p>
Introduction of New Trustee – Tom formally introduced Cathy Elder, a new trustee from Pennsbury. She is not a stranger to our board, because she has and is serving on the NBC committee.

The meeting was adjourned at 6:03 p.m. The next board meeting will be held Tuesday, December 12th at the Episcopal Church of the Advent.

Respectfully submitted,

Margaret Egli, Secretary