

SEPTEMBER 18, 2018 Board of Trustees

Karen Ammon Barbara Bolton 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

15 present (17 Trustees)-Quorum achieved

Guests: Anneliese Van Arsdale, Project Mgr. Fairmount Ventures, Bill Landmesser and Megan Walters

Agenda items
Opening of Meeting/Public Comments
<p>Tom Swett, President, opened the meeting at 5:00 p.m. There being no public comments, he proceeded to introduce Anneliese Van Arsdale, Project Manager for Fairmount Ventures, who would present interim findings of the feasibility study. These findings represent the first phase of a two-part process. The first part is taking the pulse. The second phase of this study will be more strategic. Anneliese stated that 58 individuals were selected to be interviewed. Of the fifty-eight, thirty-four accepted and ten declined the invitation. The interviews were confidential lasting between thirty-five to sixty minutes. The questions led to organic conversations. Prior to the interviews, research which included wealth screening and profiles of philanthropic giving had been done. One of the salient findings is awareness that the Board has done a lot of work to steer the Library in a new positive direction. People commented that it is a successful Board that enjoys working together.</p> <p>Anneliese informed us that the study revealed several significant findings. The message was repeated over and over that Libraries serve the social good and do important work. The social value would be a reason for non-users to support a Library campaign, even though they may not utilize our services. Many interviewees noted the evolving role of Libraries, although they thought the general public may not be aware of all the service opportunities.</p> <p>Anneliese revealed that some of the interviewees would donate, but may not consider us a philanthropic priority. People are aware that our new Library could enhance our region economically, however several balked at the scope of the project. Anneliese advised that it is important to frame the cost estimates, while also educating the public regarding the limitations of our present location. To advance our campaign, we will need responsible stewards. Anneliese's last point is that giving is social, therefore we need to tap in to social networks.</p> <p>Several Trustees had questions regarding challenges. Cathy asked whether potential donors were concerned about increased operating costs for the new Library. Jim asked if we could overcome some of the past baggage. Jeff wants to make sure that donors understand that Pennsylvania does not fund capital projects like other nearby states. Margaret asked about competing capital campaigns. Loren questioned Anneliese whether the interviewees shared what types of programming we offer. Anneliese acknowledged that there is acknowledgement that the work that Libraries perform is highly valued.</p> <p>Bill interjected that based on these findings that it might be beneficial to slow down and concentrate on public relations and the formation of a capital campaign committee. The final report will include an action plan which will engage Board members. In the meantime, there is a need to identify three to four community influencers. Anneliese suggested that we start small with our public relations efforts.</p>

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<p>Tom thanked Anneliese and ended with the understanding that we should have a master plan in four weeks. Jeff added that after the development of this master plan, we will need to affirm a proposal for the capital campaign.</p>
HOME AND GARDEN TOUR
<p>Gail reported that the event committee is growing, however she does not have much to report at this time.</p>
VICE PRESIDENT'S REPORT
<p>Jeff updated us on the fall fundraiser, Through the Looking Glass, which is only several weeks away on Thursday, October 11th. He thanked Trustees for their donations of wine. As of September 17th, there were 36 RSVPs. Ten trustees had not responded. A reminder postcard is being mailed this week. Currently there are thirteen sponsors totaling \$8,500. He is asking all Trustees to follow up with their sponsor list. Silent auction items should be brought to the Library by October 8th. Chris Larsen's wife will help organize these items.</p> <p>Jeff informed us that the Library is closing on the Hall property, October 1, 2018 for \$350,000. The building was inspected and needs about \$7,000 in repairs, which the owner refuses to fix. The Library will receive rental income from this property of approximately \$1,458 per month, which will help offset expenses including taxes of \$8,300. Jeff asked for a motion for the Trustees to reaffirm and agree to this property purchase. Tom Swett, President of the Board, seconded the motion and the motion carried unanimously. The intention to purchase 120 S. Willow Street for \$350,000 had been previously affirmed unanimously during the June 19, 2018 Board meeting.</p> <p>Jeff updated us on negotiations regarding 124 S. Willow Street, which combined with the Hall property would provide surface parking for the new Library. Based on advice of our realtor, we offered \$125,000. The eight heirs to this property never opened an Estate account. An Estate account needs to be set up before the property can be sold. The house was built in 1920, therefore the Library would need to request a demolition permit from HARB. If HARB would not approve, this request would need to go before the entire Borough council, who could overrule HARB. Jeff ended by making a motion to affirm the purchase of 124 S. Willow Street for \$125,000. Karen seconded the motion and it passed.</p>
NBC
<p>Bill deferred the financial report, because the financial statements from CCLS were not sent until this morning. He will send out the financial report in the next few days.</p> <p>Bill announced that the NBC approved a number of cost savings options that reduces the project expense to approximately \$15.5 million. The parking garage was eliminated in favor of surface parking on the Hall Lot for a savings of \$2 million. Other savings options reduced the cost by another \$1million. The Architects have been informed that our budget is \$15 million maximum for total construction and fees. Since there has been a scope change to the original agreement, the Architects have submitted an anticipated maximum fee to redesign the Library to two floors. Their fee will be \$25,575 and will consume 200 hours of work. Once this process is complete, EDiS will perform a final cost estimate. If we are not at \$15 million, there may be additional cost cutting. The redesign effort can't begin until the sewer pipe that runs under the Weinstein property is relocated. Bill is negotiating with Greg Lukmire to reconsider the cost of living adjustments in the current agreement if construction is not initiated within 6 months of the finish of the schematics phase (which is not complete at this point). A \$15 million project would reduce our capital campaign needs to between \$11 and 12 million.</p> <p>Tom thanked Bill and the committee for all their hard work. Good may come out of this delay. Bill revealed that Don Kligerman of Fairmount had expressed his optimism. Gail asked if Fairmount could give us a realistic number based on their preliminary work (which is not possible as the feasibility study</p>

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<p>was not geared to soliciting specific comments concerning a maximum capital campaign amount). Brad remarked that although \$15 million is ambitious, below \$15 million may compromise the quality of our project. Jim offered that he is optimistic about our ability to reach this goal and possibly exceed expectations.</p> <p>Bill made a motion to approve the redesign fees owed to the Architects in the amount of \$25,575. Jim seconded the motion and it passed unanimously.</p>
ALP/SAC
<p>Brad had emailed his report to all Trustees prior to the meeting to allow for extra time for the Fairmount presentation. This report showed that ALP had received an additional \$1,745 in donations largely from the tutor appeal. The first ALP fundraiser at the Market at Liberty Place was held on September 12th. The event was well attended and after the proceeds are tallied, ALP should receive a donation check. Filomena is working with several community groups to promote awareness of the ALP program.</p>
DIRECTOR'S REPORT
<p>Megan Walter's report had been distributed electronically to allow for the Fairmount presentation. In her report, she highlighted her attendance of New Director Orientation in Harrisburg. This opportunity gave her insight into state resources available for libraries and also the chance to network with other Library Directors. Megan was pleased that circulation and door count were higher than last year. Our great programs are responsible for this positive momentum.</p>
FINANCE
<p>As previously noted, distribution of the financial report will be delayed due to late receipt from CCLS.</p>
PERSONNEL
<p>There was no report.</p>
STRATEGIC PLANNING
<p>Bill mentioned that the strategic planning committee is considering holding a Saturday session (October 27) for the trustees to present concepts being considered for the strategic plan effort. More information will follow</p>
POLICY
<p>There was no report.</p>
BOARD DEVELOPMENT
<p>There was no report.</p>
<p>Tom ended by thanking the Trustees for their hard work.</p>

The meeting was adjourned at 6:03 p.m. The next board meeting will be held Tuesday, October 16, 2018 at the Episcopal Church of the Advent.

Respectfully submitted,

Margaret Egli, Secretary