

April 17, 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

12 present (17 Trustees)-Quorum achieved

Guests: Bill Landmesser and Megan Walters

| Agenda items |
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| Opening of Annual Meeting/Public Comments |
| Tom Swett, President, opened the meeting at 5:01 p.m. He began by commenting that there were no minutes to approve because the March Board meeting was canceled due to inclement weather. He also acknowledged that there were no public comments or President's report. |
| DIRECTOR'S REPORT |
| <p>Megan reported that she attended the Pennsylvania Library Association's convention in March all days except for Wednesday due to bad weather. She and the staff got a lot of ideas some of which they may utilize. She thanked us for the opportunity to attend.</p> <p>Currently she is reviewing board clearances, so she was alerting us that we might receive an email regarding omissions.</p> <p>Megan recommended that we waive the charge for children's DVDs. Late fees would still be charged. After a brief discussion, the board agreed that it should be Megan's decision.</p> <p>Tom stated that Megan is to be commended for all the positive comments he receives from members of the community.</p> |
| ALP COMMITTEE |
| Bill reported in Brad's absence that the ALP report had been submitted to all Trustees electronically. |
| NEW BUILDING UPDATE |
| <p>Bill reported that the committee reviewing downsizing the library project has met three to four times regarding the redesign. Part of the redesign included the location of the children's library, which will be on the second floor. All decisions were sent to the Architect for a block diagram. The committee tried to lop off \$10 million of the original cost estimate.</p> <p>As part of the redesign, the committee is also seeking parking alternatives. Jeff informed us that one of the options would include a formal agreement with the YMCA to share the parking adjacent to our proposed site. Jeff also announced that a meeting is scheduled with Denise Day of the YMCA. He cautioned us that we are in the exploratory stage regarding parking options. Tom added that the YMCA and the Library should have a mutually beneficial relationship and he personally has had a good relationship with Director Day.</p> <p>Bill reminded Board Members that our original design was 38,500 square ft. which has been scaled down to 26,000 square ft. The Hall property is still in play and could provide us with additional parking.</p> <p>Jeff and Bill had lunch with Brian DiSabatino, CEO, to discuss the current status of the library design project.</p> |

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| FEASIBILITY STUDY AND CAPITAL CAMPAIGN |
| <p>A committee consisting of Chris Britt, Barbara Necarsulmer, Cathy Elder, and Jeff and Bill had two interviews to determine the company that would handle the feasibility study and the capital campaign. Cathy and Barbara checked the references given by both companies – William Pugh and Associates and Fairmount Ventures. Fairmount Ventures had experience with larger capital campaigns over \$10 million. Another company, Schultz & Williams declined our invitation to present. After a thoughtful process, the committee decided on Fairmount Ventures. Chris added that he was impressed by Fairmount’s team and inhouse research.</p> <p>Bill asked for a motion to approve Fairmount as the Feasibility and Capital Campaign Manager. Jim made a motion to affirm the committee’s recommendation to hire Fairmount. Barbara Necarsulmer seconded the motion and it passed unanimously.</p> <p>After the affirmation, Bill advised the Board that we have already paid Pugh \$33K for work done. Bill Pugh has already been informed of this decision and was given a letter of dissolution.</p> <p>A motion was made, seconded and passed to pay \$35,000 to Fairmount Ventures as per the agreement of acceptance.</p> <p>Jim asked if the Board will have the opportunity to meet with Fairmount. Bill replied in the affirmative that a presentation to our board will be requested.</p> |
| PERSONNEL |
| <p>Brenda had no report.</p> |
| COMMUNICATIONS |
| <p>Jeff announced that the communications and development committees have been combined into one committee nicknamed DevCom. He was happy to report that the Annual Appeal has yielded over \$90,800 and donations are continuing. He also noted that the size of the individual donations has increased. Megan added that the donations are also coming from many new donors.</p> |
| FALL FUNDRAISER |
| <p>Jeff informed the Board that the Fall Fundraiser committee is making an effort to infuse the theme- Alice in Wonderland-Through the Looking Glass- more into the event. Karen asked if there were going to be more volunteers this year. Gail recommended book clubs for volunteers for help with this event.</p> |
| COMMUNITY CALENDAR |
| <p>Jeff is working on a community calendar that the Library will create and host as a service to the community. The creation of this shared calendar should enhance the visibility of the Library. Megan asked if Board members have ideas regarding policy governing this proposed calendar to please offer them to herself or Jeff.</p> |
| HOME AND GARDEN TOUR |
| <p>Gail as the Board liaison for this committee reported that the planning got off to a rocky start, however they now have six fantastic homes. She thanked Board members for donating wine for the baskets. There will be an artist at every house on the tour date which is June 2nd. Tickets are available on the website and programs will be available later.</p> |
| FINANCE |
| <p>Bill was happy to announce that there was good revenue for March of almost \$250K, which was reflected in his financial report. Part of this success can be attributed to receipt of the first installment from New Garden Township of \$40,135. There was also a surprise donation of \$11K from Newlin Township. ALP was also the recipient of revenue from the United Way of Southern Chester County plus \$3K in</p> |

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miscellaneous donations. Even though expenses were higher the net result was almost \$20K to the positive and 12% ahead of budget.

The Finance Committee will be meeting with Blue Rock Financial to discuss the status of the Library's investment portfolio.

Tom added that it is one of our goals to be able to cover expenses for the new Library. Jim asked about the plumbing issues that had been an issue the prior week and even caused the Library to be closed for clean-up. Megan assured us that although very unpleasant, the issues had been resolved.

SUCCESSION PLANNING

Karen distributed a Board Development Committee Succession Plan document. Gail Bowden would be the successor Secretary and Brad Peiper would be the successor Treasurer. In the event, that the President, Vice President or Personnel Chair could not serve, then the Executive Committee and the Board Development Committee would meet to reorganize and appoint a successor.

Tom thanked Karen and noted that it is important that we send a message to the community that we are effectively managed. He also added that we should identify qualified individuals in our respective Townships for future service and as possible committee members.

The meeting was adjourned at 6:04 p.m. The next board meeting will be held Tuesday, May 15th, 2018 at the Episcopal Church of the Advent.

Respectfully submitted,

Margaret Egli, Secretary