

**Kennett Public Library
Board of Trustees Meeting - July 21, 2015
Minutes**

Present: Bill McLachlan, Jeff Yetter, Doug Thompson, Karen Ammon, Susan Mackey-Kallis, Carolyn Mohr, Rosa Quintana, Chris Britt

Note: Geoff Birkett joined in via conference call and Joan Weber joined in via conference call at approximately 8:40 p.m.

Others Present: Donna Murray, Maureen Snook, Carol McLachlan, Stanley M. Allen, Margie Comanda, Collis Townsend, Kathleen Brady Shea, Wendy Walker, Carrie Freeman, Meaghan Schiller

Absent: Margarita Garay-Zarco (NIA), Jerry Brown.

President's Comments

- Susan called the meeting to order at 7:04 p.m.
- She read part of the editorial being published in the Chester County Press on July 22, 2015.
- Welcomed Bill McLachlan and Jeff Yetter, newly appointed Kennett Township representatives.

Public Comment

- Comments were made by Stanley M. Allen, Meaghan Schiller, and Collis Townsend

Response from Kennett Borough Regarding Discussion About New Library

- Susan presented a summary of the collaboration between KPL and the Kennett Borough in order to potentially build the new library in the Borough. She explained the opportunities the Borough is presenting that were not possible in the past.
- Motion proposed by Susan, seconded by Doug,

“The New Building Committee, working with our Owners Representative, John Cacciola from Aegis Property Group and/or our legal counsel, Joe Riper, is hereby charged with working with Borough Council and/or their designated appointees to draft an MOU between the Borough and the Library Board involving both a plan and a timeline for moving forward with 1) an agreement of sale for the purchase of “Weinstein” lot and adjacent Borough-owned parking (19/20 spaces), and 2) an agreement for the use of additional adjacent and/or nearby parking as either “swing” space, leased or metered parking and 3) any additional consideration as needed (i.e. joint grant funding applications), and to report back to the Library Board by our September 15th, 2015 Board meeting.”

The motion passed with 8 in favor and 1 abstention

Discussion: secure two (2) bids for appraisal of each property by a certified commercial real estate appraiser: State Street and Waywood Road – Bill and Rosa will obtain bids and report to the Board.

Board Development Committee

Welcome New Board Members

- Bill McLachlan and Jeff Yetter spoke briefly about their profession and board experience.

Announcement re: Rosa

- Susan presented motion to appoint Rosa as a member at large, Doug seconded, unanimously agreed.

Vote on Chris Britt

- Karen presented motion to vote on Chris Britt, Doug seconded, unanimously agreed.

Minutes

- Susan propose approval for June 25, 2015 Board of Trustees Meeting Minutes, Bill recommended correction that attendance be separated to reflect Board Members and other attendees separately. Approved as amended, seconded by Carolyn. Unanimously agreed.

Treasurer's Report

- 2nd Quarter Report will be available online soon.
- Discussed how detailed financial information available on line should be – certainly understandable to the general public and transparent. Bill expressed that financial statements from CCLS be made publicly available and suggested to move the issue to the finance committee to discuss details on how to publish such financial data.
- Susan presented motion to put yearly budget and summarized investment information available online in a format determined by the Finance Committee and approved by the Board. Seconded by Bill. Unanimously agreed.

Closing the Budget Gap in the Adult Literacy Program

- Approximately a \$50,000 gap total. 10,000 of that is the shortfall is received vs. expected funding from the United Way. It is hoped that a “Fright Feast” fundraiser to be held in October and a fund raising appeal through the mail that will exclusively support the adult literacy, will address at least \$10,000 of this year’s shortfall.
- Exploring some options with Rotary. Susan suggested reaching out to mushroom growing industry for funding since many of the individuals served by the program either worked in the industry or were family members of workers in the industry. Bill recommended that the Finance Committee could examine the budget shortfall from the Adult literacy program in more detail and provide recommendations on how to close the gap at our next board meetings.

- Donna made a request to the Finance Committee/Board to avoid making cuts to Adult Literacy, explained the importance/community need of such program.

Director's Report

- INSTA-CON Conference July 25, 2015 from 10 a.m. to 5 p.m.
- Clarified the misunderstanding/misstatement re: counting student numbers. Donna explained that there is a device at the front door installed and maintained by Chester County Library System technicians that electronically counts Visitors. In fact, the visitor numbers are even higher than reported by the electronic mechanism because there are certain partnerships/programs for which groups of students are dropped off at the side door, which does not contain the electronic mechanism to count them coming in. Program attendance is charted by staff members who run a class or event, according to guidelines set by the County Library System and compiled monthly.
- Donna explained that she is required to sign a Chester County Library System Membership Agreement. She will email an electronic version to the Board.
- Donna is on vacation August 17th through August 30th.
- Donna provided written report with statistical data – See Appendix A.

New Building Committee Report

- Owners Representative contract has been completed and executed and ready to move forward.
- Confirmed Lukmire does not have an official contract with the KPL Board.

MAD (Marketing, Advocacy, Development) Report

Feasibility Study Results

- Feasibility study complete, on Friday, July 17, 2015. It is in the hands of the KPL Library Director, the Development Director, and the Board President. They will decide how to proceed. Susan explained the purpose of Feasibility Study – to assess the opportunities and challenges for a capital campaign to build a new library. Susan explained that feasibility studies, by the nature of the information contained in them, such as names of major donors, recommended names of individuals who might be major donors or names of recommended individuals who might agree to be on a capital campaign steering committee, that such reports are not released to the public at large. It was agreed to invite Bonny Anderson, from McIntyre Associates to provide an executive summary to the board at our September meeting.

Other

- Karen recognized Maureen in securing the CCRES Grant, received July 1st in the amount of \$4,257 to purchase new children's computers. Thanks to Linda Bivens for her help in suggesting this grant.
- Thanks to the volunteers who worked hard on the June 6th Home & Garden Tour. Over \$27,000.00 net earnings.
- Adult Literacy Program Tutor Appeal mailed in early July. Donations are coming in. Fright Feast is in late October in partnership with "Early Morning Branch" of Lions Club. First meeting is July 29th. Met with La Comunidad Hispana staff re:

coordinated programing, especially on how to meet the need for effective Adult Basic Education classes (ABE).

- Annual Appeal –Maureen has met with Susan and Donna regarding this year’s annual appeal. Year to date the appeal that was sent out last year by August 31st and with a second “sweep” letter sent after December 1st, brought in \$45,000 and had approximately 300 donors. Susan was thanked for running last year’s annual appeal, the most successful appeal in the history of the annual campaign.

Any Other Business

- Public Statement by Karen followed by the below motion, seconded by Doug.

“The Policy Committee is hereby charged with reviewing and making a recommendation to the Executive Committee in 20 days (by August 10th, 2015) on how best to amend our bylaws regarding trustee membership (specific but not limited to Article 4 sections D through H) so as to allow for the appointment of one (1) Library Board representative by the Kennett Square Borough and by each of the seven townships we serve regardless of their current library funding allocation. This would currently total 8 appointed representatives.”

“The Executive Committee is charged with submitting the bylaw changes recommended by the Policy Committee to the full Library Board at least 30 days in advance of our September 15th Library Board meeting (by August 14th, 2015) for their review in preparation for a vote on any and all amendments at our September 15th, 2015 meeting.”

The motion passed with 8 in favor and one abstention.

- Rosa chairs the Policy Committee which consisting of herself, Jeff Yetter and Donna. They will be joined by Carolyn and Karen to work on the recommended by-law revision regarding granting each of the 8 townships an appointed Library board member regardless of their level of financial support.

Meeting Adjourned at 9:27 pm.

Respectfully Submitted, Rosa Quintana