

KENNETT PUBLIC LIBRARY

216 East State Street • PO Box 730 • Kennett Square, PA 19348

MEETING MINUTES OF THE BOARD OF TRUSTEES

October 20, 2015

Board Members in attendance: Margarita Zarco, Chris Britt, Jeff Yetter, Bill McLachlan, Stan Allen, Susan Mackey-Kallis, Karen Ammon, Carolyn Mohr

Others: Donna Murray, members of the public

NIA: Rosa Quintana, Joan Weber, Doug Thompson, Jerry Brown

Meeting called to order at 7:04.

Public Comment: There was no public comment.

Approval of Consent Agenda: Including: Minutes of the Sept. Meeting, EC Committee Notes, NBC Committee Notes, Finance Committee Notes, and DMA (Development, Marketing, Advocacy) Committee Notes. Clarification: Minutes in consent agenda are the original draft and not the corrected version. Bill made a motion to accept the minutes with the understanding that we are agreeing to the corrected minutes distributed electronically to the board. Bill made a motion to accept consent agenda, second by Carolyn. Passed unanimously.

Ratification of the email vote to send out the feasibility study to municipalities electronically. Passed unanimously.

Director's report: Donna spoke briefly about a couple items on her report, including third-quarter program attendance (up 16 percent over last year); staffing (two new part-time hires for the front desk); commerce vendors (staff researching); progress on bringing the building up to code; and state funding for libraries (still no budget figures). The full report is attached.

Treasurer's Report: Joan out due to family loss. Bill gave a comprehensive report of current financial statements and funds. He gave quotes and projections. Bill needed additional info from Donna mostly from Vanguard. We are working to get all accounts on books.

Development, Marketing, Advocacy Committee Report:

Fright Feast: Buy tickets, hand in auction items, hand in money from raffle ticket sales.

Annual Appeal: \$18,000 as of today. We need to have board members to write notes on the sweep letters.

Feasibility Study: The study shows a need for Communication Plan, Needs Assessment, Program. The DMA committee is charged with the following: A rough outline of the recommendations of the study and what action items or ideas come from that, a newsletter, and discussion of a communication plan. In addition Karen and Donna will reach out to McIntyre and Lapin.

The idea of a Drop Box For Business account was brought up. Discussion of benefits and drawbacks of two different systems. Discussion about getting all of the library docs electronic. Bill will send the board information.

Annual Report by Development Committee coming in new year. View book can help.

New Building Committee

John Cacciola and Joe Riper joined the meeting to update the board on what has been done recently to move the new facility forward. John is from Aegis Property Group and they provide services: OR/PM/DM, to help institutions develop capitol projects. They work mostly with non profit.

1. Discussions with Borough and the transaction to purchase property is underway with a MOU/Letter of intent. It could be ready as early as November 17th. Parking needs are being discussed, there is nothing formalized yet but the Borough seems very positive about the project. 2. The New Building Committee is moving forward to complete the contract with Lukmire from 2012 agreement. This could also be ready as early as November 17th. Questions were raised about local consultant team comprised of a civil engineer, an architect, and mechanical and electrical consultants. Also about when to sell Waywood Road land. A rough timeline was described.

Joe Riper, who has worked with the library for 20 years, commented that he is confident in the team that is beginning to come together and the support coming from the Borough. He and John will work together to formalize the timeline and continue to meet with the Borough.

New Business:

Bill made a motion to circulate the contract that was agreed on to hire Aegis so that we can all see the details. Karen second. The New Building Committee will get the document to the board. We can then vote finalized exhibit c section of the contract at the November meeting. The motion passed unanimously.

Susan made a motion to charge the DMA committee of fact finding for a professional hire/ vet candidates for a communication campaign and a capital campaign. Bill seconded. Discussion followed. We agreed to look at the two final proposals we vetted in May. Motion passed with a vote of 7 yes and 1 no.

Karen talked about the misunderstanding surrounding the historical documents that was spurred by the name change. "We are committed to the historical memory of Bayard Taylor as evidenced by the recent talk and focus on him. I am going to reach out to the

former director and a former board member to see if they want to look through the collection with me." Karen also reassured the board of the status of the clock that had been in question earlier in the month. The history of the situation is as follows: The clock needed to be removed suddenly during the renovation due to asbestos. Karen offered to move the clock and have it tuned up at her own expense in order to make sure the clock was handled professionally and safely. The clock will be returned once the new facility is ready. The closest living relative was contacted and was fine with the arrangement. Karen offered to move the clock back to the current library at anytime if a suitable spot could be identified. The board agreed that the safest solution was for Karen to keep it for now and suggested the library make sure it is still covered under the insurance policy. Karen agreed to add it to her policy as well.

The meeting was adjourned at 9:15 with a motion by Susan and a second by Bill
Susan/Bill 9:15