

Kennett Library
Board Meeting Minutes

October 18, 2016

Board of Trustees

Karen Ammon Chris Britt Jerry Brown Betsy Del Vecchio Margaret Egli
 Jim DiLuzio Chris Larsen Bill McLachlan Brenda Mercomes Carolyn Mohr
 Loren Pearson Brad Peiper Thomas Swett Barry Tomasetti Jeff Yetter

9 present (15 trustees)-Quorum achieved

Guests

Bill Landmesser

Agenda items
Public comment
There were no public comments.
Welcome – Margaret Egli,
Jeff Yetter, presiding, welcomed Margaret Egli as the new East Marlborough Township appointed representative. Margaret mentioned that she retired as of 2012 after serving almost 40 years in the retail banking industry in this area and Connecticut. She has served on the Kennett Area YMCA board in numerous positions including Secretary, Treasurer, Vice Chair and as a member of the executive committee, on the Southern Chester County Chamber of Commerce, and was the Willowdale Steeplechase Tailgate committee chairperson in 2012. Margaret also is a retired Rotarian from the Kennett Rotary Club of Longwood.
Approval of August 2016 minutes
Brenda Mercomes made a motion, seconded by Loren Pearson, to approve the September minutes and the motion carried unanimously.
Library Bylaws Revision
<p>The Policy Committee had previously distributed the revised library bylaws to the entire board for review with the understanding that at this meeting a motion would be requested to approve this revision. Major changes in the bylaws included:</p> <ul style="list-style-type: none"> • There was a version dated 2008 that was never approved by the board that was in the files of CCLS and that was compared to the 2005 version for changes. • The bylaws were changed to allow each municipality to designate one trustee regardless of their Fair Share commitment. • A municipality could designate a second trustee if they met or exceeded their Fair Share commitment. • A municipality is allowed to replace an appointed trustee but if they fail to do so, the board shall assign a Member-at-Large – ideally someone from that township. • The rest of the changes were nominal – name changes, grammar, etc. <p>Bill McLachlan asked for a motion from the floor to adopt this revision as the library bylaws. Loren Pearson so moved which was seconded by Jeff Yetter and the vote was unanimous to adopt this revision.</p>
Presidents report (Jeff Yetter presiding)
Jeff Yetter briefly reviewed the current visioning effort to date. The architectural team was in town for visioning sessions on October 13 and a meeting with the borough the morning of the 14 th . The

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<p>various sessions on the 13th produced considerable value to the architects on what community members would like to see in a new library.</p>
<p>Director's Report</p> <p>The library director report was transmitted to all Trustees prior to the meeting. Circulation in September was 14,195 compared to September 2015 at 14,806. Items borrowed. On a year-to-date basis, circulation was 141,580 versus 136,349 year-to-date 2015.</p> <p>There were 9828 visitors to the library in September a decrease from the summer months but this is expected with kids returning to school.</p>
<p>Committee Reports</p> <p><i>New Building (Jeff Yetter)</i> NBC had no additional information to report following the president's report.</p> <p><i>Personnel (Jeff Yetter)</i> The employee manual, last revised in 2007, is undergoing a major overhaul.</p> <p><i>Adult Literacy (Bill McLachlan)</i> ALP monthly report was contained in the director's report.</p> <p><i>Communications & Marketing (Jeff Yetter)</i> The 2015 Annual Report with a 2016 Six Month Update has received a number of very positive comments. The report has been distributed to all townships and will be sent to the top 40 donors by mail. If board members would like to have several copies to pass out to associates, friends, or other organizations, there is a supply in the library.</p> <p>The annual appeal will initiate on December 1 with the first mailing. The appeal letter will be sent to a database list of potentially 10,000 names.</p> <p><i>Finance (Bill McLachlan)</i> The finance report was submitted to the Trustees prior to the meeting. East Marlborough and Pennsbury townships both donated in September for a total of \$58,000. On a year-to-date basis, revenue is 3.5% lower than budget. Expenses were 3.3% higher than budget resulting in a negative net through September of \$(35.8)K. September expenses were higher than expected due to the comp & vacation pay to the library director.</p> <p>The library had slightly less than one month of cash on hand so it will be necessary to supplement cash in October from the investment portfolio. At the end of September, the portfolio balance was \$2,915,468.</p> <p><i>Board Development (Karen Ammon)</i> The committee is still trying to reach out to West Marlborough to determine if they would like to appoint a trustee to the board.</p> <p><i>Policy (Bill McLachlan)</i> No further comments.</p> <p><i>Policy (Brenda Mercomes)</i> The search process is going well with four applicants to date (the advertisements have been on the various websites now for approximately one week). It is still planned to advertise this position on the very large American Library Association website.</p>

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Brenda mentioned that it is anticipated that the search committee will narrow the applicant list to three, possibly four, and invite these applicants to Kennett Square to make presentations. It is hoped that we can videotape all applications for those board members who may not be available to attend these individual sessions.
Adjournment
<ul style="list-style-type: none">• A motion to adjourn was made by Brad Peiper seconded by Jim DiLuzio with unanimous consent. The meeting was adjourned at 5:56 PM

The next meeting of the Board of Trustees is **November 15 2016 at 5 PM** in the lower conference room of the Market at Liberty Place.

Respectfully Submitted,



William C McLachlan
Secretary