

Kennett Library
Board Meeting Minutes

JULY 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

11 present (17 Trustees)-Quorum achieved

Guests: Joe Sherwood and Megan Walters

Agenda items

Opening of Meeting/Public Comments

Tom Swett, President, opened the meeting at 4:59 p.m. He began by introducing Joe Sherwood head of the Chester County Library System and thanking him for attending our meeting. Tom emphasized that we value the relationship and support of the 515,539 citizens of Chester County.

Joe briefed us on important upcoming events. He reminded us about the September 14th Legislative Breakfast from 7:30 a.m. to 9:00 a.m. He addressed the fact that the next New Trustee Orientation will be different and will be held on Saturday, November 10th from 9 a.m. until noon. He thanked us for inviting him.

Tom followed up by remarking that he wished we could have been in the Library today. We would have been impressed by the vitality and engagement from all age groups. He also reminded us that the Artisan's Fair is this Saturday. Finally, he requested approval for the June Minutes. Brad made a motion to approve which was seconded by Barbara Bolton and passed without corrections.

DIRECTOR'S REPORT

Megan echoed Tom's remark about how busy the Library has been. The video game club alone has over 100 kids participating each week. Whenever she covers the desk it is noticeably busier than last year although the numbers are a little down. Summer programs have been popular and this year we introduced passive programming – origami sheets and board games. She thanked Jim and Brenda for attending the Bike Rack Ribbon Cutting. The Library has purchased five bike locks as a service to patrons.

She updated us on the results of the annual Kennett Borough inspection. We failed on a couple of little things i.e. a tree growing in the air conditioning cage.

ALP REPORT

Brad reported good news – ALP has \$70K in committed funding. At this time, we are in receipt of over \$10K from the United Way, \$4,000 from the Genuardi Foundation, a \$500 grant from Giant Food, and an additional \$1,300 from individual donors. ALP has also been the recipient of proceeds from the Kennett Home and Garden Tour. Brad advised us that they are waiting for the results of other grant applications from Costco, CCRES and Kennett Run Charities.

Brad updated us on the ALP fundraiser at the Market at Liberty Place. 15% of the restaurant receipts from 5 p.m. to close will be donated to ALP. Wednesday, September 12th is the date selected for this event.

Brad added that Filomena has been planning for the fall term and this includes some revisions. A new ALP two-hour program will be aligned with childcare. Evening classes will be relocated to Kennett High School, which is more convenient and provides more appropriate space, especially adult size desks.

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REAPPOINTMENT OF TRUSTEES
<p>Bill reported that three trustees whose three-year terms expired July 1, 2018 have been reappointed for another three-year term. Margaret Egli, Board Secretary, received notification from Kennett Township that both Bill and Jeff have been reappointed for three more years. Chris Britt, a Member at Large, made the decision to continue his service to the Library.</p>
DEVELOPMENT/COMMUNICATIONS
<p>Jeff is happy to report that the Annual Appeal has reached over \$97,300, over \$37K than last year's amount of \$60,300. This is a testament to our positive message.</p> <p>The Kennett Library Community Calendar went live June 1st. Jeff has been working through issues regarding a ticketing system.</p> <p>Jeff reminded the Board that planning for the October 11th fall fundraiser "Through the Looking Glass" is underway. Four trustees have submitted their list of potential sponsors for this event. Bill is in the process of reviewing the vendor list for prospective sponsors. Jeff asked all Board members to get their list in so that the mailing can go out. Jeff also will email a list of invitees to the fundraiser. This year the committee is asking board members to invite six couples rather than four. Last year there were approximately 100 attendees, which we are hoping to increase to 150. Chris Larson has found a jazz trio to provide background music.</p> <p>Jeff met with the people who lease the Hall property. Linda Herrera translated. They presented Jeff with a ten-year unsigned lease which is different from the lease offered by the owner of the property. The business supports eight families.</p>
FINANCE REPORT
<p>Bill does not have the financial statements for June yet. The portfolio is doing fine. \$50K has been transferred to the Capital Reserve Account in anticipation of project related fees.</p>
HOME & GARDEN TOUR
<p>Gail reported that the Home & Garden Tour was very successful and made \$35,723 for the Library. Helen Wagner has scheduled a brainstorming session to discuss the continuance of this event. Four committee members have resigned because they have served on the committee for many years. Gail asked Board Members for ideas. Bill liked this year's event where there were only six homes, however more tickets were sold. Loren added that this Tour is an event that people look forward to. Tom thought it was important that new talent be identified and recruited. Gail agreed with Tom that we need new energy to drive this event. Jeff was pleased with the Home and Garden sponsors, which is another reason to continue the Tour.</p>
NEW BUILDING COMMITTEE
<p>Brad announced that the architects have finalized the schematics phase which will generate a new cost estimate. The design model has been transmitted to EDiS, the construction manager, who will generate a third cost estimate in approximately 2-3 weeks. Jeff communicated with an independent cost estimator to get an idea of how many cost estimates a large building project like this should generate. As the design evolves, we may need three to four new estimates.</p> <p>Bill stated that the EDiS AIA agreement has been reviewed by our counsel and EDiS, and is now complete regarding warranty issues. Bill presented a summary of the major points of the agreement and asked the Board to affirm the final agreement. There was one question concerning possible legal disputes where the agreement with the construction manager indicates that the library will not use arbitration. Dr.</p>

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<p>Tomasetti concurred with that approach indicating that the school district takes the same approach of avoiding arbitration to have a Commonwealth Court decide the issue.</p> <p>Once the agreements are signed, Bill will make the finalized documents available for any Board Member who is requesting this detailed information. Bill reminded us that the agreement is 95% complete and the Board has already affirmed the agreement with EDiS for them to act as our preconstruction advisors for a fee of \$53,800.</p> <p>After discussion, Brad made a motion to affirm the EDiS Agreement which was seconded by Jeff and passed.</p> <p>Tom expressed appreciation to Bill, Brad and Jeff and all involved in this lengthy thoughtful process.</p>
PERSONNEL
<p>Brenda stated that there is no report.</p>
POLICY
<p>Bill had no policy report at this time.</p>
STRATEGIC PLAN
<p>Megan reported that the committee held their first meeting. Committee members include Barbara Necarsulmer, Cathy, Gail and Bill. This will be an ongoing committee. At the second meeting to be held next Tuesday, they plan to delve into more detail.</p>
FEASIBILITY STUDY
<p>Bill gave us an update on the progress of the feasibility study, which is half way through the interview list. He did say that we may need to offer other names to this list. Also, in order to achieve depth, we will need to form a feasibility committee. Tom said there were only four individuals that declined to be interviewed. Supporting this feasibility study, he added will be a new mantle of responsibility for the Board.</p>

The meeting was adjourned at 5:50 p.m. The next board meeting will be held Tuesday, August 21, 2018 at the Episcopal Church of the Advent.

Respectfully submitted,

Margaret Egli, Secretary