

**Kennett Library**  
**Board Meeting Minutes**

**August 15, 2017 Board of Trustees**

- Karen Ammon  Gail Bowden  Chris Britt  Jerry Brown  Margaret Egli  
 Jim DiLuzio  Chris Larsen  Bill McLachlan  Brenda Mercomes  Carolyn Mohr  
 Barbara Necarsulmer  Loren Pearson  Brad Peiper  Thomas Swett  Barry Tomasetti  
 Jeff Yetter

*13 present (16 Trustees)-Quorum achieved*

**Library Director: Megan Walters**

**Guests:**

<b>Agenda items</b>
<b>Opening of Meeting</b>
Jeff Yetter, Vice President, opened the meeting at 5:00 p.m. There were no public comments.
<b>Approval of May Minutes</b>
A motion to approve the minutes was made by Brad, seconded by Bill and unanimously approved with no corrections.
<b>Vice President's Report</b>
<p>Jeff requested a vote of affirmation from the board on the Kennett Borough Weinstein lot offer. The purchase price is \$386,000 and the terms Jeff believes will be sufficiently flexible for the Library. We want a win/win. Karen asked if we should have a signed agreement of sale prior to voting on approval. Jeff is comfortable with putting the motion on the floor, because our attorney, Joe Riper, is hammering out the details on the agreement of sale. After a brief discussion, a motion was initiated by Brad and seconded by Karen to approve the motion to purchase the lot. The vote was unanimous.</p> <p>Jeff reported that the auditorium is an important issue with Joe Scalise. The Borough would like use of this facility. There will probably be a separate agreement regarding the auditorium. Many community organizations and businesses have a need for a large venue for events. Karen requested that we do not gouge community organizations for the use of this facility. Jeff reinforced that it is imperative when designing this space that we understand and find out what the community needs and wants. Jim added that it is important to keep the Library's mission in mind when considering design and usage. Jeff stated that the Board will make decisions around these concerns as they arise.</p> <p>Jeff announced that there will be a ribbon cutting at 11:00 a.m. on the Weinstein lot on Wednesday, September 6th to celebrate an important milestone: the official signing of the Agreement of Sale. Coffee and light refreshments will be served.</p> <p>The feasibility study is also moving forward with Tom and Jeff creating lists of names to be interviewed. The good news is that Jock Hannum has agreed to help with the capital campaign. Bill requested access to the list of the names for the feasibility study.</p>
<b>Director's Report</b>
<p>Megan referenced the good circulation and program numbers in her report which are both trending upward. She also announced that another part time staff member is leaving to attend graduate school.</p> <p>The Library Eclipse program scheduled for Monday, August 21<sup>st</sup> from 2:00 until 4:00 has received a lot of patron interest. The initial supply of NASA viewing glasses went so fast, that Megan had to make another emergency order. Requests for these are out of control. Jeff asked Megan to get newspaper publicity for this event.</p>

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<b>Agenda items</b>
<p><b>ALP/SAC</b></p> <p>Brad advised us that the ALP committee is focusing on improving cooperation with La Comunidad Hispana and other Literacy programs and funding initiatives. Brad and Filomena have a meeting with Alisa Jones CEO of La Comunidad to advance this collaboration on August 22<sup>nd</sup>. With the board's approval in July, the Committee has been able to develop and absorb literacy training for 47 students of the Family Literacy, who were stranded when government funding was denied to that program. Classes will begin on September 12<sup>th</sup>.</p> <p>There is a SE Chester County Police Department initiative to forge a relationship with the Library to develop community awareness and safety programs. Megan is taking over leadership in this area.</p> <p>Brad also reported that the committee has identified twenty new businesses and organizations as potential new supporters for ALP. At the last committee meeting, they focused on the Mushroom industry for support. The Library is in receipt of a \$5,000 CCRES grant which had been given to Family Literacy, which will be turned over to ALP for costs for those 47 students.</p> <p>Pertaining to the SAC, the aid to CCLS libraries for 2018 has not been finalized, however according to the expectations based on the funding formula, Kennett will receive about \$5,400 less in aid in 2018. The key to understanding the reduction is the weight of the Local Financial Effort component in the formula. The other factors include Service Area, Market Value, and Customer Touch which for the most part remained constant. In 2016 the Financial Effort dropped from \$906,551 to \$796,095 in annual spending resulting in a projected 3% reduction in aid for 2018.</p>
<p><b>New Building Committee</b></p> <p>Carolyn reported that the details of the purchase of the Weinstein Lot had already been covered by Jeff. A purchase price of \$386K has been agreed by both parties and we are in the negotiation process regarding the sales agreement.</p> <p>Bill added that John Cacciola is currently negotiating with the Architects. He has the skill set to deal with the fee schedule from the Architects which pertains to hiatus periods. Bill alerted us that we may receive an email requesting our approval regarding these fees.</p>
<p><b>Personnel</b></p> <p>Brenda has completed the six-month evaluation for Megan. A questionnaire had been sent to all full-time employees via Survey Monkey. After receiving the results, she and the personnel committee met with Megan for a formal evaluation. The meeting was very pleasant. The final part of the process involved Megan setting six-month goals to be reviewed January 2018.</p> <p>A part time employee, Zach Baker, is leaving after two years to attend college.</p>
<p><b>Communications/Development</b></p> <p>Jeff complimented Alex and Linda on getting the Library website up to date. He recommended we check out the new building information on the website.</p> <p>There will be a sign announcing the future site of the Kennett Library displayed on the Weinstein Lot. In other good news, he was happy to report that the annual campaign just passed \$60K.</p> <p>In order to adhere to the timeline for the Development Committee's fall fundraiser, Margaret requested any outstanding invitation lists from board members/table captains be emailed to Megan as soon as possible. The event is less than two months away. She also clarified that board members do</p>

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not need to confirm attendance, which might hold up the process. Just send in your list so that the invitations can be mailed.
<b>Finance Report &amp; Policy</b>
<p>Bill had positive news – the finances are in good standing. After receiving most of our yearly municipal donations, the Library has \$256 in operating funds plus the ALP has \$9,600. He reminded us that although we are flush now, this cash must work until the end of the year.</p> <p>The Blue Rock application is in process and we can expect a two- page investment policy to read in our inbox.</p> <p>Bill and Karen are working on updating the policy manual with a new outline.</p>
<b>Board Development</b>
Karen is hoping to have something to share next month. There is CCLS training available for new board members.
<b>New Garden Township</b>
<p>Jim has been visiting and meeting with people regarding the New Garden referendum. He is receiving positive feedback. He along with Dr. Tomasetti and Megan attended a New Garden Board of Supervisors meeting. In order to succeed, we will need to publicize this referendum closer to Election Day. We will also need to have people working the polls.</p>

The meeting was adjourned at 6:02 p.m. **The next board meeting will be held Tuesday, September 19<sup>th</sup>** at the Episcopal Church of the Advent.

Respectfully submitted,

Margaret Egli, Secretary