

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

**MAY 21, 2019 Board of Trustees**

- Karen Ammon  
  Barbara Bolton  
  Gail Bowden  
  Chris Britt  
  Margaret Egli  
  Jim DiLuzio  
 Shanyn Fiske  
  Chris Larsen  
  Brenda Mercomes  
  Barbara Necarsulmer  
 Loren Pearson  
  Brad Peiper  
  David Sleasman  
  Thomas Swett  
 Barry Tomasetti  
  Collis Townsend  
  Jeff Yetter

*11 present (17 Trustees)-Quorum achieved*

Guests: Megan Walters and Bill Landmesser

<b>Agenda items</b>
<b>OPENING OF MEETING/PUBLIC COMMENTS</b>
At 5:00 p.m. Tom Swett called the meeting to order. Tom welcomed new Kennett Township Appointee, Collis Townsend, who is joining the Board. Tom asked for approval of the April Board minutes. Jeff made a motion to approve, which was seconded by Loren and unanimously passed.
<b>MOTION TO CONFIRM MICHAEL GUTTMAN</b>
Tom asked for a motion to confirm Michael Guttman to our Board as a Member at Large. His resume had been previously been submitted electronically to the Trustees. Karen made a motion to confirm Michael, which was seconded by Brad. There was no discussion and the vote to confirm passed unanimously.
<b>MOTION TO APPROVE CARL FRANCIS PROPOSAL</b>
<p>Jeff introduced the motion to approve a Proposal from Carl Francis to provide services regarding the Township referendums. Jeff stated that there are two parts to Carl’s proposal. Today he was asking for approval for the advisory services for the tax referendum. If successful, the tax referendum could generate \$3 million for our capital campaign. Tom added that Pennsbury Township Supervisor, Wendell Fenton, has voluntarily agreed to increase the tax by 3 mils. The cost of retaining Carl would be approximately \$80K, which could help generate \$3 million. Jeff made a motion to retain his services, which was seconded by Barbara Bolton. This motion was approved.</p> <p>Jeff recommended that we hold off on approving the second portion of his proposal. We are paying Fairmount Ventures and they may be able to supply us with advice. New Trustee, Michael, asked why Fairmount is not providing us with direction regarding the referendum. Jeff answered that they do not have the expertise or experience to handle the public relations around the referendums.</p>
<b>DIRECTOR’S REPORT</b>
<p>Megan informed Trustees that we will be receiving emails from our Insurance company regarding the Library’s Abuse Policy. She asked us to be aware that this may end up in Spam. We will be asked to read and acknowledge this Policy with DocuSign.</p> <p>Megan updated us on Juneteenth festivities, which is a month away. Both she and Brenda have been involved in the planning, which includes visiting poets.</p> <p>She and Brenda are also involved in StoryCorps, which records oral histories. Megan has been charged with obtaining five interviews. She is also looking for a potential location. Collis Townsend asked how these interviews are structured. Megan responded that they are a conversation between two parties. You have an option not to archive the session. Megan will attend a Story Corps workshop on June 13<sup>th</sup>.</p> <p>Megan reported that summer programming is gearing up. She asked the Trustees if we have noticed the Pop-Up Libraries which are springing up in different locations. Local artists have decorated these pop-up Libraries. One outstanding example is situated outside the Friend’s Home on State Street. She passed out photos of these decorated mini Libraries. Tom commended Megan on this outreach to the community.</p> <p>Lastly, Megan informed us that she will be away next week.</p>

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<p>Tom also wanted to point out to our new Board Members, Collis and Michael, the importance of committee structure. He continued that a key component of our success is that ideas are introduced thru committee, and then follows a thoughtful process.</p>
<b>ALP/SAC</b>
<p>Brad thanked Board attendees for the ALP 40<sup>th</sup> Celebration held on Saturday. He was happy to report that there were over 100 in attendance, which included tutors, students, and supporters. He reminded us that the ALP's mission is education. Tom gave Brad and the event a straight A.</p> <p>Brad continued by highlighting the goodwill generated, the impactful statements of tutors and students, and by giving accolades to Filomena and Lupe.</p> <p>Brad announced that ALP held a joint meeting with LaComunidad Hispana (LCH). One of ALP's initiatives has been to develop a partnership and collaboration with LCH. He was disappointed to learn that current Director Alicia Jones will be leaving to take a position in Lancaster. Karen was happy that the Library and LCH were working together, because there had been tensions in the past.</p> <p>Another major initiative is funding. Brad was pleased to report that the program's single largest contributor is United Way. He also acknowledged a generous donation from Dollar General of \$10,000. The combined funding is \$52K. He has his sights on Comcast Foundation. At ALP Celebration, he made a plea for Comcast employees to aid in this quest for funding. He did receive a lead from a Comcast spouse.</p> <p>Finally, the third initiative is to establish a closer collaboration with the Mushroom Industry. Committee Member, Paul Frederic, has been instrumental in setting up meetings with key contacts within this industry.</p>
<b>BOARD DEVELOPMENT</b>
<p>Karen needs to refresh the password for CCLS in order to give new Trustees information from CCLS. Karen also mentioned that there is a Trustee Night at CCLS, which is designed as orientation for new Trustees.</p>
<b>DEVELOPMENT/COMMUNICATIONS</b>
<p>Jeff explained to new Trustees that our 2018 Annual Appeal, which was sent out December 1, 2018 has yielded \$93K. This appeal will continue until September 2019. The previous year proceeds were \$95K.</p> <p>Besides the \$93K generated by the appeal, we have received \$4,600 in funds which were designated as capital campaign contributions.</p> <p>Next Jeff advised the Board that the Fall Fundraiser will be held October 17<sup>th</sup> at the Stone Barn. Victoria Wyeth will be the special speaker. Following the Wyeth connection, the theme will be Treasure Island. Employee Veronica Chavez has stepped up with a gang of women volunteers. Jeff mentioned that we will need sponsors for this event, because the venue is more expensive.</p> <p>This year Jeff announced that we are trying something new – Silent Auction Pro. He emphasized that we will be looking for “experiences” to make the silent auction successful.</p> <p>Lastly, Jeff reminded us that the Home &amp; Garden Tour is scheduled for Saturday, June 1<sup>st</sup>. He added that this Tour may be taking a hiatus next year.</p>
<b>HOME AND GARDEN TOUR</b>
<p>Gail was happy to report that 300 tickets have been sold for the Tour plus 1000 raffle tickets. She expects that more tickets will be sold as we get closer to the actual event.</p>
<b>FINANCE</b>

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Megan does not have a finance report, but she believes that there is a light at the end of the tunnel. She has been working with Exton to resolve some accounting discrepancies. The goal is to simplify and streamline the financial processes. Bill McLachlan, Ex-Treasurer has been assisting with the transition. Tom commended Megan for stepping up to manage this process. Megan added that part of the streamlining process will include monies being transferred to the CCLS TDD Bank account, where it will earn interest. At present, those monies are not earning interest.
<b>PERSONNEL</b>
Brenda stated that there was no report.
<b>EXECUTIVE SESSION</b>
Tom requested that the regular meeting be closed at 5:39 in order for an Executive Board Session to discuss confidential real estate matters. Brad of the NBC committee led this discussion.
<b>ADJOURNMENT</b>
A motion was made by David Sleasman and seconded by Margaret Egli to close the Executive Session and reopen the regular meeting.
<b>ADJOURNMENT</b>
Business of the Board being completed, Tom closed the meeting at 6:20. The next meeting will be held Tuesday, June 18 <sup>th</sup> , 2019 at 5:00 at the Unionville-Chadds Ford School District Office.

Margaret R. Egli  
Secretary