

Kennett Library
Board Meeting Minutes

February 18, 2020 Board of Trustees

✗ Karen Ammon ✓ Barbara Bolton ✓ Gail Bowden ✓ Chris Britt ✓ RuthAnn Deveney ✓ Margaret Egli ✓ Jim DiLuzio ✓ Victoria Gilrane ✓ Michael Guttman ✓ Chris Larsen ✓ Will Majarian ✓ Brenda Mercomes ✗ Barbara Necarsulmer ✓ Loren Pearson ✓ Brad Peiper ✗ David Sleasman ✓ Thomas Swett ✓ Collis Townsend ✓ Jeff Yetter

16 present (19 Trustees)-Quorum achieved

Guests: Megan Walters, Mary Hutchins, Bill Landmesser, Joe Sherwood (CCLS)

| Agenda items |
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| OPENING OF MEETING/PUBLIC COMMENTS |
| Meeting opened at 4:59 PM. There were no public comments. |
| COMMENTS FROM JOE SHERWOOD |
| Crazy time at CCLS right now. Finance manager and accountant resigned in January. New clerk began in January. Auditors are there now. No substantive issues, but some errors and omissions that require attention. For example, CCLS accountant was double entering many of our miscellaneous expenses; these now need to be backed out. Annual reports in process right now. New library app and calendar software being rolled out. Joe will be here when the commissioners visit on March 11. Jim DiLuzio concerned that New Garden township will not agree to fund new library until they have seen the books; no financial report for 7 months. Sherwood acknowledged the issue; getting there. Trying to get our books wrapped up this week. Goal is always to close books by 15th of the month. |
| MOTION TO APPROVE THE JANUARY BOARD MINUTES |
| Motion to approve by Margaret Egli. Seconded by Loren Pearson. Motion passed. |
| DIRECTOR'S REPORT |
| Michael Kelly starting next Monday. Bad Romance very successful on Wednesday: raised \$1100. Richard Gaw wrote an article about Bad Romance that has resulted in some negative public comments on social media. |
| ALP/SAC |
| ALP: Monthly report sent to Trustees. Searching for high value foundation grants to make up for lost grants. Continuing to build relationships with local mushroom industry. New initiative to build relationship with Longwood Gardens. To date, have commitments of about \$20k. United Way grant submitted; interview in March. They typically provide \$40k/year. SAC - no update |
| DEV-COM - TOWNSHIP OUTREACH UPDATES |

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| <p>Follow-up request for annual appeal will come later this week.; this will include New Library brochure. Annual report in process; this will include reports from Library staff.</p> |
| CAPITAL CAMPAIGN UPDATE |
| <p>Making great progress. Met with Longwood Foundation this morning. Somewhat discouraging regarding applying this funding cycle (run 2 cycles per year). Did not seem bothered by the magnitude of our financial request, but suggested that we wait for the September funding cycle. Likely to be a challenge grant. Dupont interested on how the new library will help us to penetrate the currently underserved community, going beyond ALP. Need to flesh out in more detail what the library will offer and what impacts it will have in the community. Joe Sherwood suggested Megan speak with Teresa regarding statistics that may be helpful. On reflection, Collis suggesting that we defer to the next funding cycle in September.</p> <ul style="list-style-type: none"> • Campaign goal: expect to be at \$20m, not \$15m. All monies previously raised by earlier boards still there, growing, and being used to build the new library. Reason for the increase is in part to create an endowment (\$5m) to support operation of the new library and therefore, for example, not have to ask the townships to significantly raise their contributions. Work is ongoing on a legacy brochure to encourage possible bequests. Motion to increase the New Library capital campaign goal from \$15 million to \$20 million made by Brad. Seconded by Margaret. Motion passed unanimously. • Campaign Cabinet: coming together. Cabinet suggested that public launch of campaign should mov from June to the fall. • Honorary Board: Motion to establish an Honorary Board to recognize lead donors to the New Library capital campaign made by by Michael. Seconded by Barbara. Motion passed unanimously. • Fairmont Ventures not as well connected in Chester County as Stanek Associates. No penalties for moving away from Fairmont. Motion to transition New Library capital campaign counsel from Fairmont Ventures to Stanek Associates made by Michael. Seconded by Barbara. Motion passed unanimously. |
| FINANCE |
| <p>January report provided by Tori. Have received full amount of state funding. Township donations to Capital Campaign beginning to come in.</p> <p>Margaret provided an update on RFPs for new bank. Four interviews completed. Eliminated Fulton bank: high fees, lack of seniority and philanthropic motivation. Will ask the other three for a term sheet. Primary risk seen by lenders is collection of pledged donations once new Library is open. Expect to recommend a bank to the Board at next Board meeting.</p> |

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| PERSONNEL |
| No report. Collis commended Brenda on support for new Library personnel estimates. |
| NBC |
| <p>Key accomplishments:</p> <ul style="list-style-type: none"> • Signed agreement with Sinton. • EDiS agreement signed. Provides terms up to guaranteed maximum price (expected early in 2021). • RACP application and business plan submitted. • Successful LEED meeting. Mechanism for achieving LEED in a less expensive way was identified. No modeling required; will wait for 1 year after opening of the building and use actual data to pursue certification, saving \$100k. • Solar investigation ongoing. • Next Underground Railroad Mural public meeting on March 14th. • Financing update provided. Expect be net positive (construction loan paid off) within 6 months after construction ends. • Ground breaking expected March 15, 2021 <p>Brad presented the following motion: Motion that New Library Project expenditures for capital improvements <\$10,000 require vote and approval by Library Executive Committee followed by a full accounting in the NBC Committee report at the subsequent Library Board Meeting (this revised review, approval, and reporting will be in place for only the duration of the New Capital project (now – September 2022) and then would revert to the provisions set out in the Bylaws). Joe Sherwood pointed out that we could not do this by motion; instead we would have to amend the bylaws. The motion was tabled.</p> |
| CLOSED SESSION |
| <p>Collis recommended increasing Mary Hutchin’s salary from \$52.5k to \$65k. Part of funding will come from reduction of spend with Fairmont Ventures. She will be increasing the number of hours that she spends on Library business. Current contract is month to month for 1 year. There was some desire by the board that Mary should prepare a few paragraphs describing her activities in a report for the benefit of the Board. Motion: Increase Mary Hutchins contract for services from \$52,500 per annum to \$65,000 per annum by made by Michael, seconded by Margaret. Motion passes.</p> <p>Motion to close the closed session made by Barbara, second by Chris Larsen. Motion passes.</p> |

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| ADJOURNMENT |
| Motion to adjourn by Brenda. Seconded by Brad. Motion passed and meeting adjourned at 6:29 PM. |

Respectfully submitted,
William R. Majarian, Secretary