

January 21, 2020 Board of Trustees

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

14 present (19 Trustees)-Quorum achieved

Guests: Megan Walters, Mary Hutchins, Julie Noolan, Bill Landmesser, Fred Wissemann

Agenda items
OPENING OF MEETING/PUBLIC COMMENTS
The meeting began at 5:02 PM. At the prior Board meeting held December 17, 2019, a new slate of Officers had been presented by Board Development Chair, Karen Ammon. The 2020 slate was presented again by outgoing Secretary, Margaret Egli: Tom Swett - Chairman Emeritus, Jeff Yetter - President, Brad Peiper - Vice President, Will Majarian - Secretary, and Tori Gilrane to continue as Treasurer. Michael Guttman made a motion to accept this slate, which was seconded by Karen Ammon, and passed unanimously.
MOTION TO APPROVE THE DECEMBER BOARD MINUTES
Brenda moved to accept the December 2019 minutes, Michael seconded. There was no discussion. Motion passed unanimously.
DIRECTOR'S REPORT
Megan provided the report. Alex's tentative leave date is late January/early Feb. Michael Devito Kelly accepted our offer and will be starting Feb 18. Has a library degree and 20 years of experience. Megan is working on end-of-year stats: programming numbers have increased significantly over last year. Door count should be great: already seems busier this year.
ALP/SAC
Brad provided the reports. ALP: ended the year at \$74000 from fundraising. Have outstanding grant applications to a number of local businesses. Will be applying for other grants during 1Q2020. Have historically received their funding so are confident we will again. Continuing to reach out to local mushroom businesses. Committee considering other initiatives for 2020: computer literacy, career guidance programs, and partnering with Longwood Gardens. SAC: CCLS Board review of new Library project scheduled for mid-March. In 2019, SAC successfully lobbied in Harrisburg and locally for additional funding. In Chester County, they obtained additional \$100k, \$10.5k of which will come to Kennett Library. Jeff asked Brad to inquire about funding and whether we are receiving appropriate amount based on millage.
DEV-COM - TOWNSHIP OUTREACH UPDATES
Annual appeal is running ahead of last year's pace. Municipal outreach has been successful. 6 of 8 townships have committed \$1.9m. Waiting on New Garden (would raise to \$2.6m); will likely get this. Waiting on Pocopson who are contemplating a new township building, so may not happen this year.
CAPITAL CAMPAIGN UPDATE

**Kennett Library
Board Meeting Minutes**

Agenda items
<p>Jeff and Collis met with Paul Redman. He wants to meet with Megan. Other meetings with other potential supporters have been scheduled. First cabinet meeting Feb 4. Reviewing relationship with Fairmont Ventures. Consider others with more local knowledge. Focusing on Longwood Foundation grant. Have received proposals on a separate capital campaign website: Campaign4KennettLibrary.org.</p>
FINANCE
<p>Tori provided the report. CCLS has lost two key finance dept. employees, so some difficulty getting data. Final 2019 numbers not in yet but expect to be close to budget. Meeting being set up with several potential lenders for the new building. Karen asked why we can't get monthly updates from our own accounting systems. Tori said that too much depends on data that comes from CCLS, so don't want to release tentative results with possibly inaccurate data. CCLS may have entered data thorough October, but not confirmed. Tori does not expect it to be much longer before all data is entered. Collis suggested that we set goal of our next Board meeting to have our financial records in order. Joe Sherwood (CCLS) will be at that meeting, so good time to raise it. Margaret recognizes Tori for her perseverance.</p>
NBC
<p>Brad: Explained organization and responsibilities amongst the NBC: Land acquisition and development; Design Development; Grant Compliance; HARB; Kennett history and cultural celebration; CCLS review; Construction Loan Management; New Library Operating costs; Timeline & financial tracking; Liaison with construction manager, architect; Records management. Will be adding LEED certification and Solar/geothermal. Design Development phase expected to last 4 months; next stage will be construction documents (about a 5 month process). DD kickoff meeting happened this week. Brad presented the project timeline. Start of construction now scheduled for 1Q2021; complete by mid-year 2022. Board authorizations will be requested at start of each phase: DD (done), construction documents, and beginning of construction. Collis would like to include timeline in binders for campaign committee leadership. Monies have already been secured to bring us to the start of construction. Cash flow analysis leads to construction loan beginning 3Q2021, and then another infusion in 2Q2022. Expect repayment in full by 1Q2023.</p> <p>Learnings this month: 1) RACP construction cycle time will likely coincide with beginning of construction in early 2021. Second RACP Grant application process starting: of grant process could be a rate limiting step. Will provide an update mid-year. 2) Due diligence needed around LEED, solar and geothermal. 3) Community communications plan may be needed.</p>
OTHER
<p>Karen brought to the Board's attention an article about the first public library built in Rowanda. Megan handed out a Board directory.</p>
ADJOURNMENT
<p>Motion to adjourn made Karen. Brad seconded. Motion passed. Meeting adjourned at 6:09 PM. The February Board meeting will take place at 5 PM on February 18, 2020 at the Unionville Chadds Ford School District Office Board Room #14 located on 740 Unionville Rd., Kennett Square, PA 19348</p>

Respectfully submitted,
William R. Majarian
Secretary