

# KENNETT LIBRARY

216 East State Street • PO Box 730 • Kennett Square, PA 19348

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## MEETING MINUTES OF THE BOARD OF TRUSTEES

Tuesday, June 21, 2016

**Board Members Present:** Stan Allen, Betsy Del Vecchio, Jim DiLuzio, Chris Larsen, Bill McLachlan, Carolyn Mohr, Thomas C. Swett, Brenda Williams Mercomes, Brad Peiper, Barry Tomasetti, Jeff Yetter

**Board Members Not Present:** Karen Ammon, Jerry Brown, Chris Britt, Loren Pearson

**Others Present:** Donna Murray, Director; Bill Landmesser, Finance Committee; Filomena Elliott, Adult Literacy Program

President Thomas C. Swett called the meeting to order at 5 p.m. Tom welcomed Jim DiLuzio, the new board member appointed by New Garden Township, and invited him to share some background information.

Jim reported that he is a bilingual social worker for the Chester County Department of Children, Youth and Families. He and his wife Linda have four children.

**President's Report** – Tom gave a list of the accomplishments of the board over the past five months, and congratulated the trustees on their hard work:

- Seven municipalities have now made board appointments. Tom praised the extraordinarily collegial relationships and said a goal of the Executive Committee (EC) is to use the talents of the trustees as effectively as possible at the committee level.
- Tom praised the efforts of Michael Guttman and the board members in pulling together the successful Visioning Grant which means \$36,000 for the library's planning process. He also praised Bill McLachlan's efforts on the Keystone Grant. The library has been approved to move to the next level, which could mean \$250,000 toward the new library.
- Tom mentioned the success of the Naming Process, which has successfully addressed community concerns about re-naming the library.
- Tom listed the relationship the library board has with Kennett Borough staff and officials and the possible partnership on a new facility. That partnership could result in up to \$2 million of non-expenditure of funds.
- Tom praised the New Building Committee for its work on thoroughly examining the architect selection process
- He praised the Special Events Committee on a very successful Home & Garden Tour, which has brought in \$33,000 for children's and adult literacy programming

**\*\* On a motion by Jeff Yetter, seconded by Stan Allen, and approved unanimously, the Board approved the minutes of the May 17 meeting.**

**Director's Report** – Donna Murray pointed out that library use is up in May. Also that the library, in looking for ways to help Historic Kennett Square grow the Third Thursdays series, was offering fun, low-tech children's activities in the streets, where they could be supervised by

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their parents, at restaurant tables nearby. The June event was a huge success, and photos were put on Facebook. For teens, MakerCamp will be spy themed in July.

Presentation on the Evolution and Organization of Affinity Groups – Jeff reported that an emphasis has been placed on reaching out to various constituencies, including:

- Friends of the Kennett Library – he has spoken with Sara Leff who has agreed to organize and lead this group that could be a powerhouse organization for the library.
- Municipal Funders – Jeff stated that trustees will be key in keeping the municipalities informed
- Grantors – Finance Committee and Executive Committee are working on this group
- Wealth Advisor Group – the Finance Committee will concentrate on finding a wealth advisor and then finding donors
- Special Events Committee – Jeff praised the volunteer group which has been raising money for the library for 25 years, and this year increased the income from the Home and Garden Day Tour from \$27,000 last year to more than \$33,000 this year.
- Alumni Group of former board members and former library supporters
- Bayard Taylor Society

New Building Committee – Carolyn Mohr reported that the committee has been very busy of late and thanked fellow trustees for reaching out the municipal leaders regarding a potential partnership with the Borough on a new facility. No municipality was surprised by the announcement. The committee has a tight deadline – July 14 (because of the VPP process) for selecting and recommending an architect for the Programming Process. Jeff added that with the grant, the committee had 90 days from the award, to select a consultant to lead the visioning process.

Personnel Committee – Jeff reported that all board members need to get criminal background checks, and he would email everyone the links. The checks are good for five years and can be transferred from one non-profit to another. Also, the committee has completed the performance review process for the staff and will soon complete the review of the executive director.

Adult Literacy – Filomena Elliott reported that classes finished in May with an awards ceremony and potluck events. She is running summer classes for ESL students. She praised the volunteers from Kendal and reported that since January has added more than 30 tutors to the program. She thanked the United Way for the \$34,008 grant, Chester County Community Foundation Hutton Family HeLP Fund (\$1,000 plus another \$1,000 in August), the American Mushroom Institute Community Awareness Scholarship Grant (\$1,000) and the Dollar General Literacy Foundation (\$3,000). Filomena also suggested the Adult Literacy Tutors as an additional affinity group.

Communications & Marketing – Jeff reported that the Annual Report, on Carl Francis' recommendation will wait for the new mark before it is sent out. The next branding presentation will be by Thursday morning at 9 a.m. He also reported that 501 tickets had been sold for the Home & Garden Day Tour. Also that the committee is brainstorming fund-raising ideas. Tom & Jeff reported that Suzy McCoy of Garden Media is leaning toward joining the committee as an advisor.

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Finance – Bill reported that the library has positive cash because municipal funding is ahead of schedule. He also reported that the library has received \$8,000 from Pocopson, meaning the library is once again back to being funded by all eight municipalities in the service area. He pointed out that the library has three funds:

- Library (020) – main budget
- Capital Reserve (021) – for expenses related to a new library
- Adult Literacy (023) – he is exploring grant possibilities

Board Development – Bill (for Karen Ammon) reported that Karen will contact West Marlborough about a board appointment, and that they have discussed the onboarding procedure for new board members.

Policy Committee – Bill reported that the By-Laws and Manual are being revised, and the committee will work with the Personnel Committee on an employee manual.

## Other Business

- Carolyn reported that she, Jeff, Bill and Donna had attended a seminar recently on tech and governance for libraries
- Jeff reported that the county was hosting a fund-raising seminar next week on “Becoming a Competent and Confident Fund-raising Team for Your Library. Kennett has four trustees attending the workshop.

**\*\* On a motion by Betsy, seconded by Jeff, and approved unanimously, the meeting adjourned at 5:49 p.m.**

**\*\* Denotes agenda items requiring a vote**