

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

September 20, 2016

**Board of Trustees**

---

Karen Ammon  Chris Britt  Jerry Brown  Betsy Del Vecchio  
 Jim DiLuzio  Chris Larsen  Bill McLachlan  Brenda Mercomes  Carolyn Mohr  
 Loren Pearson  Brad Peiper  Thomas Swett  Barry Tomasetti  Jeff Yetter

---

*11 present (14 trustees)-Quorum achieved*

---

**Guests**

Filomena Elliott, Kathleen Brady Shea, Greg Lukmire, Lukmire Partnership Inc., William Evans, Lukmire Partnership Inc., Toni Garvey, Phoenix Associates (library consultant)

<b>Agenda items</b>
<b>Public comment</b>
There were no public comments.
<b>Approval of August 2016 minutes</b>
Brad Peiper made a motion, seconded by Karen Ammon, to approve the minutes and the motion carried unanimously.
<b>Presidents report</b>
Tom congratulated Carolyn Mohr on two-year anniversary. Carolyn joined the Board of Trustees September 2014.  With regret, Stan Allen's resignation from the Board of Trustees was accepted. Stan joined the trustee board September 2015. Karen Ammon, chair of the Board Development committee has reached out to the East Marlborough Township to determine if they would like to appoint a resident to replace Stan.
<b>Board Vision Statement</b>
In August the board was presented with a draft Vision statement and asked to review for a board vote at the September meeting. The motion was offered by Loren Pearson and seconded by Brad Peiper to adopt the vision statement as presented. The vote was unanimous. The vision statement appears at the end of the meeting summary.
<b>Report by the Search Committee</b>
Dr. Brenda Mercomes had recently accepted the chair of the Library Director Search committee. She explained that the committee was actively engaged in developing an advertisement for a permanent library director. This should be finalized by September 23 and with the assistance of the Chester County Library system, will be uploaded to various library oriented websites, including the ALA. The advertisement calls for the submission of applications between now and November 1, 2016. It is hoped that the library can hire a permanent director by the end of the year.  It was reported that Deborah Keller had been named the interim library director on September 16. Jim DiLuzio asked if an authorization was required by a board vote to name the interim library director. Bill McLachlan indicated that in consultation with the personnel committee, the executive committee felt time was of the essence to put in place an interim director considering the departure of the prior director. Since this is a temporary position and considering that the interim director does not require a MLS, we felt that executive committee was authorized to make this decision. With that being said, Tom Swett called for a vote of the board with 10 in favor and one abstention to Deborah Keller's appointment as interim director.  The board will be fully involved in the library director search process. It is anticipated that the top three applicants for the position will be making presentations to the full board.

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

**Agenda items**

Search Committee members are Brenda Mercomes (Chair), Loren Pearson, Chris Britt, Jeff Yetter and Bill McLachlan (Tom Swett, as president, is ex-officio on all library committees).

**Friends of the Library**

Sara Leff has accepted the role of creating a Friends of the Library group and at this meeting reported on her plans for this committee. She plans on initially forming an exploratory committee of 5 to 10 people to help create a mission statement and goals. An operating agreement between the group and the library would be presented hopefully as soon as the October meeting. The core group will determine the top priorities and these will be presented to the library hopefully by November.

Sara indicated that the group will be an advocate for the library. The board encouraged Sara to continue developing the committee with a commitment to formally authorize the committee at the October board meeting. Karen Ammon indicated that our former library director was fully in support of this concept. There was agreement among board members that the library staff has to be fully in support of and be part of this concept.

The group will use the library 501(c)(3) registration for its fundraising activities.

**Director's Reports**

The library director report was transmitted to all Trustees prior to the meeting. Circulation in August was the highest of any August since 2013 at 19,299 items borrowed. There were 13,275 visitors to the library in August also the highest August total during the last three years. The library is continuing to excel in program attendance with 1027 people attending various programs during August.

**Committee Reports**

*New Building (Carolyn Mohr)*

NBC met on August 24 for a teleconference with Lukmire Partnership Architects ("LPA") to discuss plans for the VPP grant. The committee also met with LPA just prior to this board meeting for a wrap up of the interview sessions conducted during the day. The visioning process has now started.

*Personnel (Jeff Yetter)*

The Personnel committee has been busy with the development of the library director search committee and the search advertisement. Jeff also indicated that the committee is taking on the assignment of updating the employee manual which was last updated in 2007.

*Adult Literacy (Filomena Elliott)*

A brief report by Filomena Elliott, manager of the program, was provided. Three new tutors have been matched with students and a tutor training workshop was conducted to help train 22 tutors. Day classes began on September 13, 2016 and evening classes started on September 6.

*Communications & Marketing (Jeff Yetter)*

Quite a bit of effort has been expended to develop new signage for the library which was installed the weekend of September 24. The annual report/presidents report has also been finalized and has been sent to the printer authorizing 500 copies.

*Finance (Bill McLachlan)*

The Finance Report was submitted to the Trustees prior to the meeting. There was no governmental revenue in August which was to be expected after significant municipal donation receipts in July. On a year-to-date basis, revenue was 2.1% ahead of budget while expenditures are 1.3% below budget. The library has approximately 1.5 months of cash on hand.

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

**Agenda items**

*Board Development (Karen Ammon)*

Karen indicated that she has reached out to West Marlborough Township to determine if they would like to appoint a member to the Trustee board.

In light of the resignation of the East Marlborough appointee, Karen is working with the township manager on a potential replacement.

Karen also mentioned that considering the large Hispanic community in Kennett Square, she was hoping to bring onto the board a representative of that community. Similarly, she would like to interest a parent of young children to join the board.

*Policy (Bill McLachlan)*

The policy committee has approved the changes to the library bylaws. The document will be submitted to the full board for an approval vote at the October board meeting.

**Adjournment**

A motion to adjourn was made by Karen Ammon seconded by Brad Peiper with unanimous consent. The meeting was adjourned at 6:02 PM

The next meeting of the Board of Trustees is October 18, 2016 at 5 PM in the lower conference room of the Market at Liberty Place.

Respectfully Submitted,



William C McLachlan  
Secretary

## Board of Trustees

**Thomas C. Swett**

*President  
Appointed by East Marlborough Twp.*

**Jeff Yetter**

*Vice President  
Appointed by Kennett Twp.*

**William C. McLachlan**

*Secretary/Treasurer  
Appointed by Kennett Twp.*

**Karen Ammon**

*Trustee  
Appointed by Newlin Twp.*

**Chris Brett**

*Trustee  
Member-at-Large*

**Henry Brown**

*Trustee  
Member-at-Large*

**Betsy Del Vecchio**

*Trustee  
Appointed by Pennsbury Twp.*

**Jim DiLuzio**

*Trustee  
Appointed by New Garden Twp.*

**Chris Larson**

*Trustee  
Member-at-Large*

**Dr. Brenda Mercomes**

*Trustee  
Appointed by Kennett Square*

**Carolyn Mohr**

*Trustee  
Appointed by Pennsbury Twp.*

**Dr. Loren Pearson**

*Trustee  
Appointed by Newlin Twp.*

**Bradley Peiper**

*Trustee  
Appointed by Pocopson Twp.*

**Dr. Barry Tomasetti**

*Trustee  
Member-at-Large*

The Kennett Library is generously supported by the townships of East Marlborough, Kennett, New Garden, Newlin, Pennsbury, Pocopson, West Marlborough, and Kennett Square Borough.

**610-444-2701**

[www.kennettlibrary.org](http://www.kennettlibrary.org)

[facebook.com/kennettlibrary](https://facebook.com/kennettlibrary)

[www.kennettlibrary.org](http://www.kennettlibrary.org)

[twitter.com/Kennett\\_Library](https://twitter.com/Kennett_Library)

[instagram.com/kennett\\_library](https://instagram.com/kennett_library)

# Vision Statement

**Our vision is to plan, build and effectively operate a 21st-century regional library based here in Historic Kennett Square**

We want our library to be state of the art in every respect, including these:

- Our leadership and management team
- Our customer service staff
- Our Board of Directors
- Our capabilities and responsiveness to our users, the community and our region
- Our delivery of services
- Our technology, systems and procedures
- Our entire library environment -- including the new building and all its parts
- Our financial systems, practices and operating structures
- Our fund-raising and our donor relations
- Our communication with our user community and all our stakeholders
- Our foresight and our ability to innovate and adapt to changing needs; and,
- In the example we set and the attitude we have in welcoming and serving everyone

**To make this Vision a reality**, our Board is already working to understand, re-think and optimize every facet of our library in preparation for our new building and the new library it will house.



Thomas C. Swett  
President,  
Kennett Library Board Of Trustees