

**Kennett Library
Board Meeting Minutes**

February 21, 2017 Board of Trustees

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

10 present (14 Trustees)-Quorum achieved

Guests Megan Walters and Bill Landmesser

Agenda items
Public comment
Tom Swett introduced a guest, Barbara Holmes.
Approval of January Minutes
A motion to approve the minutes was introduced by Tom Swett and seconded by Jim DiLuzio and unanimously approved with no corrections.
Feasibility Study
Bill McLachlan, Treasurer and Finance Committee Chair, summarized the feasibility study highlights. The study will include forty individual one on one interviews plus, independent of the capital campaign, development advice available at \$110 per hour. The expense for the sixteen-week process would be \$30,000. After discussion, a motion to approve this study was introduced by Brad Peiper and seconded by Carolyn Mohr. The motion carried unanimously.
Presidents Report
Thomas Swett, President, was happy to report that all committees had submitted drafts of their Mission and Responsibility statements. The Library continues to reap the benefits of the Annual Appeal with contributions trending upward to \$50K. This could be a predictor of our success with the upcoming capital campaign. One half of the funds will come from few. The feasibility study will measure potential donors desire to help.
Committee Reports
<p><i>Development (Jeff Yetter)</i> No report. Jeff is on vacation.</p> <p><i>Personnel (Brenda Mercomes)</i> The Employment Manual is finished. Additionally, the Volunteer Policy plus the Mission Statement are both complete. The committee will meet as needed.</p> <p><i>New Garden Tax Referendum</i> – Jim DiLuzio reported that Chester County Voter Services had received the new Garden resolution for a library tax, but since it was received prior to the May primary election, it would have been placed on the May ballot when the intent was to have it appear on the November ballot. The resolution was withdrawn and will be resubmitted after the May election. Language on the referendum has been reviewed by Carl Francis.</p> <p><i>Communications and Marketing (Megan Walters for Jeff Yetter)</i> Megan reported that the committee is completing a comprehensive review and evaluation of all signage and messages in the lobby, on the front door, or website.</p> <p>Value of items rented will roll out soon on member's receipts.</p>

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Agenda items

Finance (Bill McLachlan) - Bill reported that the financials posted a positive net. Megan is increasingly becoming comfortable with the budgets.

Director's Report (Megan Walters)

The circulation report shows a good trajectory. The Bayard Taylor Birthday poetry reading was also a success, so much so another poetry reading will be scheduled. She is learning her job and already attended a CCLS meeting. She is creating a Local Section in the Library composed of Local Authors.

Adult Literacy (Brad Peiper) – Brad gave credit to Filomena for a thriving literary program. There is a new class of ESL in collaboration with Head Start. This program has twenty-three students plus seven tutors. The ALP committee, which will be reactivated in March, will pursue grants from the United Way plus the Mushroom Festival. We need to get the message out to the Rotary Club. The key is promoting our programs when approaching clubs and elected officials.

New Building (Carolyn Mohr)- No report. Committee is communicating via emails.

Policy Committee (Bill McLachlan)

No report. He is still in process of reviewing the Library Policy (trustee) manual.

Board Development (Karen Ammon)

Although Karen was absent, Bill reminded the board that we are still looking for a trustee to replace Betsy for Pennsbury Township. Brenda is recommending Gail Bowden as a Member at Large from Kennett Square for the Library Board. Brenda and Karen will reach out to Gail.

Bayard Taylor Home and Garden Tour- Tom reminded all board members to bring one bottle of wine in for the garden baskets the first week in April.

Adjournment

A motion to adjourn was made by Tom Swett seconded by Bill McLachlan with unanimous consent. The meeting was adjourned at 5:57 PM

The next meeting of the Board of Trustees is **March 21, 2017 at 5 PM** in the lower conference room of the Market at Liberty Place.

Respectfully Submitted,

Margaret Egli, Secretary