

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

**April 18, 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

*16 present (11 Trustees)-Quorum achieved*

**Guests Joe Sherwood, Megan Walters, Bill Landmesser, Gail Bowden & Bill Pugh**

<b>Agenda items</b>
<p><b>Opening of Meeting</b></p> <p>Jeff Yetter, Vice President, opened the meeting at 5:01 p.m. He welcomed Joseph Sherwood, Director of the Chester County Library System, to our board meeting.</p>
<p><b>Approval of March Minutes</b></p> <p>A motion to approve the minutes was introduced by Bill McLachlan and seconded by Brad Peiper and unanimously approved with no corrections.</p>
<p><b>Nomination of Gail Bowden for Member At Large Trustee</b></p> <p>Karen Ammon, Board Development Board Chair, introduced Gail Bowden as a candidate for Member at Large. Gail was recommended for the position by Personnel Committee Chair, Brenda Mercomes. Previously all board members had received a copy of Gail Bowden's resume. She received a unanimous vote of aye from all board members. Karen congratulated her and welcomed her to the board.</p>
<p><b>William Pugh Presentation on a Planning Study</b></p> <p>Jeff Yetter introduced Bill Pugh who gave a ten-minute explanation regarding what we can expect from a planning study, the selection of individuals for a planning study, and the responsibilities of board members in a capital campaign. Bill emphasized the importance of selecting the right campaign leader. There will be four confidential lists of names, which will be distilled down to between 55 to 60 people to be interviewed. From this process, we will build a gifting chart which includes an organizational list of businesses including sub categories. The process of interviewing the final 40 names will take approximately eight to ten weeks. Presentation of these results should be done by early November. Chris Britt reinforced the idea that this list of names should be strategic.</p>
<p><b>President's Report</b></p> <p>Jeff Yetter, Vice President, announced that the Chester County Historical Society had met with Megan to review the Bayard Taylor collection for future transfer. He relayed information that Tom Swett, President, has been spending time reviewing giving lists for prospective donors for the planning study.</p>
<p><b>Director's Report</b></p> <p>Megan Walters was happy to report that the library's celebration for National Library Week was awesome especially the chalk artwork on the outside pavement. Two of the library's part time staff have been made full time. Jeff Yetter interjected that as a result of this step, the library will be cutting back on part time help.</p>

<b>Committee Reports</b>
<p>ALP (Brad Peiper) – Brad had previously distributed all program numbers to the board. He shared that we are working with the Head Start program. Eight new tutors have come on board. We are waiting to hear back from the United Way Allocation Committee regarding funding sometime around May 17th.</p>

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<p>We recently received \$1,250 from the Mushroom festival. Donations have not matched funding needs, therefore the committee is focusing on additional fundraising ideas.</p>
<p>CCLS (Brad Peiper)- Brad and Megan attended the SAC Meeting for CCLS on April 11<sup>th</sup>. The report of this meeting had been sent to board members. Highlights of the meeting included a review of the bylaws, WalkWorks (a county health initiative) plus revised service area recommendations. Although there were eleven changes impacting service, the recommendation did not impact the Kennett Library in 2018.</p>
<p>New Building Committee (Carolyn Mohr) Carolyn reminded the board that the final visioning for the community will be held next Tuesday, April 25<sup>th</sup> at 7:30 at Genesis. We need to start working with the Borough regarding obtaining a MOU. Jeff and Bill would initiate this process.</p>
<p>Personnel (Brenda Mercomes) Brenda held an early morning meeting with library staff to review the employee manual and also to explain revisions to the vacation policy. Only one staff member was impacted by the reduction in vacation.</p>
<p>Communications/ Development (Jeff Yetter) Jeff reported that 500 Annual Reports had been printed. All trustees appointed by townships need to make a presentation to their respective Township Board of Supervisors and personally deliver copies of the annual report. Jeff recognized Alex for his help and reinforced that he is doing a great job. The annual appeal continues to reap rewards for the library. To date 14,000 mailings have earned us almost \$57,000 in donations. Bryn Mawr Trust is donating \$1,750 for a coin maze. The library has signed a contract for a Fall Fundraiser to be held at the Mendenhall on Thursday, October 12<sup>th</sup>.</p>
<p>Finance (Bill McLachlan) There are no surprises in the distributed March numbers – the deficit continues. There will be more personnel expense because two-part time employees have become full time employees. We are hoping for the United Way to come through especially due to concern over ALP funding. Last year we asked for \$50,000 and received \$35,000. The ALP funding remains a priority despite the outcome.  Regarding updating the Trustee manual, Bill reported that it is in the second round.</p>

The meeting was adjourned at 6:00 p.m. and all trustees were requested to remain for an executive session.

The next meeting of the Board of Trustees is **May 16, 2017 at 5 PM** in the lower conference room of the Market at Liberty Place.

Respectfully Submitted,

Margaret Egli, Secretary