

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

**December 12, 2017 Board of Trustees testing**

Karen Ammon  
  Gail Bowden  
  Chris Britt  
  Jerry Brown  
  Margaret Egli  
  Cathy Elder  
  Jim DiLuzio  
  Chris Larsen  
  Bill McLachlan  
  Brenda Mercomes  
 Barbara Necarsulmer  
  Loren Pearson  
  Brad Peiper  
  Thomas Swett  
 Barry Tomasetti  
  Jeff Yetter

*13 present (16 Trustees)-Quorum achieved*

**Guests: Bill Landmesser and Megan Walters**

<b>Agenda items</b>
<b>Opening of Meeting/Public Comments</b>
Tom Swett, President, opened the meeting at 4:59 p.m. There were no public comments.
<b>Approval of November Minutes</b>
A motion to approve the minutes was made by Brad, seconded by Loren and unanimously approved with no corrections.
<b>Director's Report</b>
<p>Megan reported that the Local Authors Events featuring Jim DiLuzio on December 2<sup>nd</sup> and Mark Bowden on December 9<sup>th</sup> were a success.</p> <p>Next Megan distributed the 2018 Library Holiday Schedule. She asked trustees to review the list. She noted that Columbus Day, which was designated with an asterisk, could potentially be used as a Staff Development Day. After a brief discussion regarding the holidays, Margaret made a motion to adopt this schedule, which was seconded by Brad, and passed unanimously.</p>
<b>ALP / SAC Report</b>
<p>Brad announced that the main concern of the ALP committee is funding. As of November 2017, ALP revenue was \$85K from a combination of grants, donations, and book sales.</p> <p>The committee is continuing to solicit local businesses and have established key contacts with the Mushroom Institute in an effort to find additional grants and supporters for the ALP program.</p> <p>Brad noted that student attendance figures had improved over last year. Planned changes to the class term schedule (trimesters) should also have a positive effect on attendance numbers.</p> <p>Filomena asked Brad to express gratitude to all who donated rice for the Kennett Food Cupboard. She was also appreciative for those board members who contributed money for bedding and meals for an ALP family in dire need. Brad noted that Filomena will be promoting the ALP program on radio station 1520 am.</p> <p>Tom recognized both Brad and Filomena for their significant contribution to the ALP, which plays an important role in the Library's community outreach.</p> <p>There was no report for SAC.</p>
<b>NBC Committee</b>
Bill reported that at the November 29 <sup>th</sup> meeting with the Architects, which was well attended by Library staff and nine board members, Option #4 architectural rendering received overwhelming support. Option #4 includes a 190-seat auditorium with a lovely curving façade. The entrances from State and Willow Street were also recognized for excellent design. Prior to this board meeting, Bill had emailed a link to Option #4 so that board members who were not able to attend could review this

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<p>design. Jeff commented that potential donors who were shown this concept, said “Wow”. The building is approximately 36,000 square feet, which does not include 47 parking spaces.</p> <p>Bill requested that the Board formally affirm Option #4, which will enable us to obtain cost estimates for the Library project. We need this cost estimate in preparation for the feasibility study. Karen requested a discussion on this selection of Option #4. Jeff reminded the Board that this is an intermediate step, more refinements will be required. Tom reported that he and Dennis Melton had met with a prospective donor, who found the design very appealing. After a brief discussion, Tom moved that we adopt Option #4, which was seconded by Loren, and passed with unanimity.</p> <p>Bill informed us that we do not have a signed contract at this time with EDiS. The Lawyer is in the process of reviewing and preparing questions. The EDiS fee for acting as Construction Manager at Risk is 2.9%. Once the contract is ready, it will need to be ratified by the Board.</p>
<b>Real Estate Activities</b>
<p>Jeff reported that the Hall property sales agreement for \$350K is pending a release from the Masonic Lodge, who has the right of first refusal. This legality requires a 60-day waiting period. Jeff also advised the committee that we are looking to purchase a small parcel of 1500 square feet from Mr. Sinton. Jeff will ask him if he would consider donating, swapping or selling this small piece of land. Jeff advised us that we have received permission from Gentech to drill the Hall property.</p>
<b>Personnel</b>
<p>Brenda had no report.</p>
<b>Communications/Marketing/Development</b>
<p>Jeff reported that the Annual Appeal went in the mail today, December 12<sup>th</sup> not December 1<sup>st</sup>, however, we still beat last year’s mailing date. Jeff and Megan met with FIG, who informed us that we have been awarded Social Media Partner of 2018. Jeff was also happy to report the Library has four free ads in FIG, two of which will be a double page spread in March of 2018 to coincide with the roll out of the feasibility study. These ads will be planned with Connie Carter and Corrinne Sylvia.</p> <p>Jeff and Megan attended a fundraising how to seminar. They learned that we need to obtain a license to sell raffles, which can be very lucrative. They also learned it could be profitable to obtain a limited liquor license so that we could offer beer or wine for six events.</p>
<b>Finance</b>
<p>Bill has been working through the budgeting process. The surplus he projected may go down because of salary adjustments. For the first time, he is setting up and funding a Capital Reserve Account with \$100K. Next year, Bill is anticipating high expenses –architectural fees, pre-construction fees for EDiS, and continuing legal fees plus local architect fees. The proceeds of the sale of Ways Lane will be put into the Capital Reserve Account. This is not to be confused with an endowment, which would restrict usage. Bill has been researching old records of gifts that might be germane to make sure that there were no restrictions on prior giving.</p> <p>The budget for ALP is increasing because both Filomena and Lupe have been made full time employees, which also means providing medical benefits. Only one of them has opted to use our medical. Bill also noted that as expected the overall cost for medical for all staff has increased. Bill next requested a motion to approve making both Lupe and Filomena full time employees. Jim made a motion that was seconded by Jeff and approved by the Board. Jim further added that this was well justified due to the dedication of both employees.</p>

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<p><b>Finance</b></p> <p>Bill reported that currently there is a \$52K surplus. He is projecting that the year-end surplus will be closer to \$30K. If we do end with a surplus, he would like to push those monies to the investment portfolio. Bill wants Megan to check personnel expenses. Presently ALP is showing a \$24K deficit, however he is expecting ALP to break even by year-end. 93% of ALP expense is employee expense. He acknowledged Filomena for doing a great job keeping program costs down. Tom also recognized the major accomplishments of the ALP team. Bill will also be budgeting for a capital reserve account in anticipation of large expenses in 2018. Due to preparation of the budget and the Library project considerations, the revision of the Policy Manual is on the backburner.</p> <p>Karen proposed a motion to approve the 2018 budget. The motion was seconded by Brad and after a brief discussion passed unanimously.</p>
<p><b>Board Development</b></p> <p>Karen requested a vote for the slate of officers for 2018, which will be presented at the organizational meeting in January 16th. Jim made a motion to approve, which was seconded by Brad and passed.</p> <p>Tom added that the annual meeting for the election of officers will comprise the first half of the January 16<sup>th</sup> meeting, followed by the second part of the meeting which will be a regular board meeting.</p>
<p><b>Succession Planning</b> – Tom advised the board that the topic of succession planning had come up at a recent Executive Committee meeting. Karen recommended that the Board Development committee approach different board members regarding this need for back-up for Library executives.</p>

The meeting was adjourned at 5:54 p.m. The next board meeting will be held Tuesday, January 16<sup>th</sup>, 2018 at the Episcopal Church of the Advent.

Respectfully submitted,

Margaret Egli, Secretary