

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

**January 16, 2018 Board of Trustees**

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

*11 present (16 Trustees)-Quorum achieved*

**Guests: Joe Sherwood, Bill Landmesser and Megan Walters**

<b>Agenda items</b>
<p><b>Annual Reorganization Meeting</b></p> <p>Tom Swett, President, opened the Annual Reorganization Meeting at 4:59. He asked Board Development Chair, Karen Ammon, to present the slate of officers. Karen formally presented the slate which consisted of Tom Swett for President, Jeff Yetter for Vice President, Bill McLachlan for Treasurer, and Margaret Egli for Secretary. After the slate was presented, Karen made a motion to adopt the slate of officers, which was seconded by Brad. There being no discussion, the election of officers was affirmed unanimously. After the slate was confirmed, Karen commented that her committee will be looking for back up support for those board positions that are overloaded.</p> <p>Tom Swett, President, proceeded to give an annual review of the Library's progress. The high points of the year included the year anniversary of hiring our new Director, Megan Walters and the Library selecting the Weinstein Lot for our new Library. In June, we made the decision not to go in with the Borough. In November, the New Garden Referendum had a successful outcome. In December, our Ways Lane property was sold for a fair price.</p>
<p><b>Closure of Annual Meeting</b></p> <p>A motion to close the annual meeting was proposed by Barbara, seconded by Margaret and was so moved.</p>
<p><b>Opening of January 2018 Board Meeting</b></p> <p>Tom opened the regular Board Meeting at 5:04 p.m. by requesting that Megan begin her report. Prior to her report, Tom requested the approval of the December minutes. Cathy made a motion to approve the minutes and it was seconded by Jeff and approved with no corrections.</p>
<p><b>Director's Report</b></p> <p>Megan was relieved that the Library successfully survived all the staff vacations during December. Twenty people showed up for <i>Open Mike</i> for the Bayard Taylor birthday celebration on January 11th, which turned out to be an enjoyable evening. The Library staff has been promoting library programs by adding community outreach. Her December Director's report shows above average circulation numbers, which has been boosted by "Overdrive" transactions for audiobooks and videos.</p>
<p><b>ALP/SAC Report</b></p> <p>Brad reported that ALP is mostly self-funding with book sales, donations, and grants. The grant applications for the United Way and the American Dream Libraries are in progress. He was happy to announce that current attendance for ALP programs reflect a significant improvement, which can be attributed to changes in the class term schedule. The committee is continuing to prioritize cooperation with La Comunidad as well as developing funding initiatives.</p> <p>Brad also reported that there was a short CCLS Advisory Council (SAC) meeting on January 9, 2018, when Joe Sherwood presented the strategic goals and plan. Kirsten Downie is planning a Legislative Breakfast, which will be held in September 2018. Joe Sherwood will be visiting each Library Board.</p>

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

<b>Agenda items</b>
<p>Kennett is currently scheduled for a visit on our Tuesday, May 15<sup>th</sup> board meeting. Additionally, the SAC meeting also included the 2018-2019 slate of Executive Officers.</p>
<b>Architectural and Construction Meeting</b>
<p>Bill announced that there was good board representation at the January 12<sup>th</sup> meeting with the architects. The new building design has evolved to approximately 45,000 square feet. The expanded project has created concern about the cost. Now one of the top priorities involves what we can downsize. We need to develop a list of items that can be modified or eliminated if we need to reduce the cost of the project. Besides cost considerations, there are the issues of two underground tanks plus a sewer located right in the middle of the lot. Jeff wondered if the Borough will take responsibility for any of those issues, which could complicate the project.</p> <p>The architects and EDiS are working on a cost estimate, with EDiS taking the lead. With all the above in mind, Bill stated that we have a lot on our plate. Based on the complexity of this project, Bill is recommending that we hire Dennis Melton, Architect, to advise us. Although he will be employed by Lukmire in the capacity as the local architect, Bill remarked that we need local boots on the ground. Dennis has been very helpful in assisting Tom with prospective donors. After a discussion regarding potential conflict of interest with Dennis working for both the Architects and the Library, a motion was made by Brad and seconded by Jim to approve the Melton Architect's Advisory Agreement. Several board members expressed concern regarding redundancy. Tom assured board members that this issue would be addressed and monitored on a monthly basis. This motion to approve the contract was affirmed.</p> <p>Bill also reported that due to the revelation that the capital campaign could cost between 3 to 6% of donations, that a committee of trustees is in the process of interviewing 2 other capital campaign management companies. Both companies had been recommended by Karen Simmons, CEO of the Chester County Community Fund. He believes it is our fiduciary responsibility to keep costs as reasonable as possible.</p>
<b>Real Estate</b>
<p>Jeff reported that there has been no response from the Masonic Lodge on the right of refusal. The bottom line is we need this release. In the meantime, our attorney has contacted a title company. Drilling on the property is proceeding despite this holdup.</p>
<b>Personnel Report</b>
<p>Brenda had no report.</p>
<b>Communications/Development RepFinance</b>
<p>Jeff reported that the committee has had no recent meetings, however they will resume the first Monday in February. Megan informed Jeff that she had been contacted by Dave Harradon of the Longwood Rotary regarding underwriting a room in our new Library. Jeff welcomed this news and also was happy to report the progress of the Annual Appeal. As of December 13<sup>th</sup>, we have received \$56,830 from 456 donors. These donations included 205 new donors to the Library. Jeff is projecting that the Annual Appeal may yield \$70K, versus \$62K for 2016. A follow up reminder request currently being refined will be sent out at the end of the month.</p>
<b>Finance</b>
<p>Bill did not release a financial report because he is still waiting for the update from the County.</p>

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

<b>Agenda items</b>
<p><b>President's Report</b></p> <p>Tom asked the board "How to measure success?" One measure is general reputation. He was very pleased that a prominent merchant of Kennett Square, Kathy Lafferty, had expressed positivity regarding the Library endeavors.</p> <p>Tom expressed concern about the House &amp; Garden Tour, which is having a hard time finding homes. He made an appeal to Board Members, that if we know potential homeowners on the Route 52 corridor to please inform the committee. He reminded us that each Board Member is responsible for two bottles of wine for the raffle baskets. Another concern Tom shared is that the committee is now down to between eleven to twelve members. This committee has served a very important fundraising function, so we must ensure its continued success.</p>
<p><b>New Garden Township</b> – Jim congratulated the officers on their new positions and the recent sale of Ways Lane. Jim requested, and Bill reaffirmed, that the agreement of sale for Ways Lane was in the amount of \$900K.</p> <p>Jim informed the committee that now that New Garden is a fair share municipality, they have a prospective candidate for our board, Barbara Bolton.</p>

The meeting was adjourned at 6:02 p.m. The next board meeting will be held Tuesday, February 20<sup>th</sup>, 2018 at the Episcopal Church of the Advent.

Respectfully submitted,

Margaret Egli, Secretary