

Kennett Library
Board Meeting Minutes

JUNE 19, 2018 Board of Trustees

Karen Ammon
 Barbara Bolton
 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

14 present (17 Trustees)-Quorum achieved

Guests: Bill Landmesser and Megan Walters

Agenda items
<p>Opening of Meeting/Public Comments</p> <p>Tom Swett, President, opened the meeting at 5:00 p.m. He began by asking for approval of the May minutes. Jeff made a motion to accept, which was seconded by Brenda and passed.</p> <p>Tom informed the Board that he has been in contact with Anneliese of Fairmount Ventures and he is impressed with her language and approach to our project. Tom also reported conversations with Hagley representatives, who are favorably disposed toward our project.</p>
<p>DIRECTOR'S REPORT</p> <p>Megan reported that she is scheduled for New Director Orientation in August in Harrisburg. She relayed that the in-service day which included Active Shooter Training was held on Friday, June 15th was a huge success.</p> <p>Summer programming is off to a great start kicking off with video games attended by 115 kids. Tom added this type of successful programming is indicative of "Lives affected".</p>
<p>ALP REPORT</p> <p>Brad updated the Board on very positive results for funding for the ALP. Funding activity has been strong, with accolades for Filomena and her efforts. A \$9,000 grant was received from Dollar General in May, followed by the June receipt of a \$10,180 quarterly grant from the United Way. Additionally, ALP received a \$500 grant/donation from Giant Foods in June. Brad told the Board that a fundraiser for ALP will be sponsored by the Market at Liberty Place in September of 2018. He will make sure the Board is notified so that we can support this event.</p> <p>Brad reported that collaboration with La Comunidad continues, however our committee is experiencing delays regarding tutor requests on the LCH side.</p> <p>Tom recognized Brad for his contribution and leadership.</p>
<p>SUCCESSION PLANNING</p> <p>Karen stated that April's minutes should have included Dr. Loren Pearson as the successor trustee for the Personnel Chair. Margaret, Secretary, acknowledged that her name was missing from the minutes of April 17th. With the addition of Dr. Loren Pearson, we now have three successor trustees willing to serve on the board as backup, which include Gail Bowden as successor Secretary and Brad Peiper in the role of successor Treasurer.</p>
<p>DEVELOPMENT/COMMUNICATIONS</p> <p>Jeff relayed exciting news about the new Community Calendar created by the Library which went live on May 31st. Three organizations have added events. Jeff said it is a great community resource so it is important to talk it up. Promotional post cards are being mailed to announce this resource.</p> <p>Tom congratulated Jeff on this achievement, who in turn credited Alex for his help.</p>

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<p>The committee is already working on the fall fundraiser “Through the Looking Glass”. Chris Larson’s wife Karen will be in charge of the silent auction items. The invitations for the fundraiser will be sent out after Labor Day. Jeff reported that this year the committee is considering adding Chamber Music to enhance the event.</p> <p>Jeff ended his report by stating that a grant has been submitted for expenses related to the Community Calendar.</p>
FINANCE REPORT
<p>Bill is happy to report that the Library is on solid financial footing. Municipal donations including a sizeable amount from East Marlborough Township totaled over \$103K. The successful Home and Garden Tour also contributed over \$18K revenue in May, which does not represent the final profit. Expenses for the month of May were \$75.5K, which were offset by government and donation revenue which resulted in net income of \$119K. We are considerably above revenue expectations and have money in the bank. Bill will also be moving \$50K to the Capital Reserve from the portfolio restricted account.</p> <p>Tom thanked Bill and commented that our effective management of community resources and our finances will speak well to sophisticated donors. Our improving finances show prospective donors that we have the operating income to support a new Library.</p>
HOME & GARDEN TOUR
<p>Gail reported that the Home & Garden Tour was very successful. The Tour benefitted from beautiful weather, which held until the end. Gail is predicting that it may have been the most profitable ever. Bill is estimating that it may have earned over \$35K. There is one outstanding invoice.</p> <p>Gail will be meeting with Helen Wagner. Gail’s main goal when meeting with Helen is to establish a succession plan for this event.</p> <p>Tom thanked Gail for her leadership and asked her to convey the Board’s deep appreciation to the Home & Garden committee.</p>
NEW BUILDING COMMITTEE
<p>Brad announced that we are approaching a new schematic phase of the building. The NBC committee submitted an updated smaller footprint to the Architects, who will produce another drawing. Once this drawing is complete, the Engineers will be able to provide a cost estimate. Despite streamlining, Brad was happy that the design has not lost the excitement including an opened aired interior space. Barbara Necarsulmer asked if the new design eliminated the underground garage. Brad replied that the design still includes thirty-five spaces. Tom added that negotiations are ongoing with another community group to share parking, which would be beneficial to the Library.</p> <p>Tom expressed appreciation to Brad for his thoroughness.</p>
HALL PROPERTY
<p>Jeff stated that we are moving forward with the Hall property. Jeff obtained signed contracts from the Masons, who are releasing their claim on the Hall property. Jeff has not signed the sales agreement at this time, because there is a ninety-day due diligence clause which would be triggered. Jeff informed us that there is another obstacle and confusion regarding a demolition permit. We might need HARB’s permission or assurance that we can demolish the building. The issue of the preservation of the mural is another concern, but Jeff is confident that we recreate it in our new Library. Brenda added that the Kennett Borough Council can override HARB’s concerns. Chris Britt expressed concerns about HARB’s potential opposition to the new building as not being in harmony with other Kennett buildings. He also is concerned</p>

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<p>about the timing and whether we could obtain permission in the ninety-day time frame. Jeff replied that his first priority is to obtain the demolition permit. After discussion regarding the permit and due diligence, Jeff made a motion to affirm the intended purchase of the Hall property for \$350,000, with a deposit of \$5,000 to secure the agreement. Brenda seconded the motion and it carried.</p>
EDiS CONTRACT
<p>Bill reminded the Board that we still do not have a signed contract with EDiS, but we are close. Currently we owe them \$57K. Bill is hoping that we have a signed agreement by our next Board meeting.</p>
PERSONNEL
<p>Brenda did not have any personnel issues. She did report on the Juneteenth celebration of the Underground Railroad and the Library’s collaboration by showing a film “Whispers of Angels”. She said that it was important for the Library to be involved. Next year the committee is considering adding food. Tom thanked Brenda for her commitment and vital involvement in the community.</p>
STRATEGIC PLANNING
<p>Megan reported that she attended a Strategic Planning Workshop along with Gail and Cathy. The committee has started the process of drawing up a plan. We need to have a vision and mission. Megan will send an email to Board members who are interested in contributing. A meeting time will be established. The goal is to have a draft by August to present to the Board prior to the September due date. Megan will also recruit staff members to provide input in this process. Gail added that she was struck by the perfect timing of this initiative which should give us a clear path forward. Jeff noted that the plan could be a valuable tool when raising funds.</p> <p>Megan ended by thanking the Board for permission to offer free children’s DVDs. She said that she is already witnessing the good will generated by this decision.</p> <p>Tom thanked Megan for her leadership in making good decisions.</p>

The meeting was adjourned at 5:55 p.m. The next board meeting will be held Tuesday, July 17, 2018 at the Episcopal Church of the Advent.

Respectfully submitted,

Margaret Egli, Secretary