

Kennett Library
Board Meeting Minutes

AUGUST 21, 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

12 present (17 Trustees)-Quorum achieved

Guests: No Guests

Agenda items
<p>Opening of Meeting/Public Comments</p> <p>Tom Swett, President, opened the meeting at 5:02 p.m. He began by asking for approval of the July minutes. Brad made a motion to accept, which was seconded by Jeff and passed.</p> <p>Tom informed the Board that Gail Bowden was moving 789 feet from the Borough into Kennett Township. She is currently serving as a Member- at -Large for the Borough. The Board cast a unanimous vote for Gail to continue and now represent Kennett Township as a Member-at-Large instead due to her new residency. Tom has asked Brenda to identify another candidate for Member-at-Large for the Borough.</p>
<p>DIRECTOR'S REPORT</p> <p>In the absence of Megan who is on vacation, Bill referred us to the Library Director's Report which was included with the Board Material. This report reflects the vitality of summer programming and the upward trend in our circulation and door count numbers.</p>
<p>ALP REPORT</p> <p>Brad referenced the ALP report by stating that the funding which is shown as \$69K is now over \$74K. Funding is going well. He reminded the Board that there will be a fundraiser to benefit ALP on September 12th at the Market at Liberty Place from five o'clock to eight. Please get the word out to family and friends in order to maximize support for this event. Bill asked Brad to confirm the date and times with Jeff Bosley.</p> <p>Brad also informed us that ALP director, Filomena Elliott, is planning a 40th Anniversary celebration for the ALP Program. The target date is a Saturday in April 2019. April was chosen because it is officially recognized as Volunteer Month. Brad affirmed that this event is intended for appreciation and recognition and promoting awareness of ALP, not for fundraising. Brad welcomed ideas from the Board regarding the venue. Tom thanked Brad and Filomena for this outstanding idea. He recommended that we invite local officials. Brad is projecting that there may be as many as 150 people who attend. Brad made a motion to plan this event, which was seconded and passed.</p>
<p>SAC</p> <p>Brad updated members on the recent CCLS Systems Advisory Council meeting. The committee is reviewing usage of database spending. Recommendations to reduce duplications and expense will be presented at the next meeting. Brad shared that Director, Joe Sherwood, is concerned with inconsistencies in member library fees. Feedback will be obtained prior to any CCLS-wide decision being made.</p> <p>Brad reminded us of the upcoming Legislative Breakfast on September 14th from 7:30 a.m. until 9:00 at the Chester County Library in Exton.</p> <p>His last point was regarding the projection of state and county funding for our Library. The current projection is that we would receive approximately \$175, 923, which is \$1,371 less than the current year.</p>

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Brad said he would check why it went down, however Bill explained that it is because funding is dependent on how much we spent in the previous year.
BOARD DEVELOPMENT
Karen asked if we are tracking members who have served their full term. Bill replied “yes and that Board members who are coming to the end of their term are notified.” In three recent cases, Bill McLachlan, Jeff Yetter and Chris Britt were sent reminder letters by Secretary, Margaret Egli. In the case of Bill and Jeff, reappointments by Kennett Township were required and received to extend their terms for another three years. Chris Britt, a Member-at-Large, did not require a reappointment but did agree to renew for a three-year term.
DEVELOPMENT / COMMUNICATION
Jeff is happy to report that the fall fundraiser has six sponsors for \$4,500 thus far. Jeff reminded us that September 1 st is not the deadline for sponsorships. We will take them right up to program printing deadline. Karen asked if vendors were included for sponsorship requests. Jeff affirmed that he and Bill had thoroughly researched and included all vendors. Invitations will be mailed the last week of August. Extra copies of the invitations will be printed in case we need to hand deliver them. Chris Larsen has found a musician to provide live background music. Clark Green will be producing a video. Jeff ended by requesting that Trustees follow up with sponsors. He emphasized that an ad can be created easily and at the last minute.
Jeff is hoping the Annual Appeal hits \$100K, however he is pleased with the \$97,300.
FINANCE
Bill informed us that we are close to maxing out on municipal donations, with \$100,000 remaining to be received. Year to date revenues have hit \$700,000. Expenses of which 72% are personnel, were 4% over budget, which is basically in line with expectations. Library materials were 6% under budget, however Bill expects that to correct itself in the coming months. Building maintenance has been expensive. The ejector pump cost the Library \$11K and the air conditioning is on borrowed time. Overall, Bill said there is good news because we have \$239K in the bank and \$3.68 million in the portfolio.
HOME & GARDEN TOUR
Gail informed us that there is a meeting next Thursday which will focus on reforming and restructuring the committee. One possibility for next year’s event is a walking tour of homes in the Kennett Borough. Jeff recommended if that is the choice, then the Library should be included as a stop.
HALL PROPERTY
Jeff revealed that the inspection of the Hall property uncovered multiple problems. Maintenance issues include the roof, mold in the attic, old electrical wiring, and an improperly installed HVAC system. Jeff is in the process of obtaining repair quotes, which currently total \$6,800. We need the rental income of \$18K to cover taxes and expenses for the next two years, therefore we need to make the repairs. Jeff is asking our realtor to request a price reduction and in exchange we will close in five days. Jeff asked the Board to affirm this request for a cost reduction with a five-day close. The Board agreed to give Jeff the negotiating power to handle this transaction.
Jeff has identified another small adjacent property that we might want to consider purchasing to increase our options. He has asked Collis Townsend for an appraisal.

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NEW BUILDING
<p>Bill announced that we are in receipt of the third cost estimate, which is \$19 million. That amount compares to \$20 million for the 2nd cost estimate and \$27 million for the 1st cost estimate. The true cost for the third estimate, however would be \$19.85 million because the cost estimate shows a credit for the sale of the library property. There will be a conference call on August 23rd involving the engineering, design and construction management to take a critical look at what must be done in order to bring this cost down to \$15 million.</p> <p>At this time, we have paid for the schematics. Bill doesn't know if \$15 million would force us back into redesign, which could increase our costs.</p>
FEASIBILITY STUDY
<p>Bill informed us that the feasibility study is near the end. Thirty people have been interviewed at this time, and eight more are scheduled. Although we had agreed to 45 interviews and while the study has not met that total, we feel this a great achievement by Fairmount Ventures. Bill, Jeff and Tom will meet with Fairmount on September 7th to review their findings to date. After that findings meeting, Bill stated that Fairmount will make another presentation to the Trustees at the September Board meeting.</p>
PERSONNEL
<p>Brenda had no report.</p>
STRATEGIC PLANNING
<p>Barbara Necarsulmer reported in Cathy Elder and Megan's absence. The committee has been working on the plan, however they have requested more time to work through this process.</p> <p>Tom ended by stating that he has full confidence in this committee and thanked them.</p>

The meeting was adjourned at 5:57 p.m. The next board meeting will be held Tuesday, September 18, 2018 at the Episcopal Church of the Advent.

Respectfully submitted,

Margaret Egli, Secretary