

OCTOBER 16, 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

11 present (17 Trustees)-Quorum achieved

Guests: Megan Walters, Bill Landmesser

Agenda items
Opening of Meeting/Public Comments
Tom Swett, President, opened the meeting at 5:00 pm. There were no public comments. The September meeting minutes were approved with no corrections.
LIBRARY DIRECTOR REPORT
Megan reported that ServePro conducted a “deep cleaning” of the library over the Columbus Day Weekend (Oct. 7 & 8), which resulted in no extra closing days for the library. Megan commended ServePro for an excellent job. The meeting with Kennett Borough Council was successful, and Megan will provide Council with some additional information, as requested. Margaret Egli and Megan attended a meeting of Longwood Rotary to discuss community needs. The library will host a meeting of the administrative staff of the Unionville School District on Tuesday, November 27, 2018. From 9-10 am, Megan and a few members of the Board will give a presentation on library services to the Unionville staff. Going on
ALP/SAC
Brad reported that the dinner event at Market at Liberty Place raised \$400 for ALP. Filomena is screening ALP families for participation in “Operation Warm” – a program to donate winter coats and books to needy children. Brad emphasized the importance of “cross agency cooperation” in this effort between ALP and the Operation Warm organization. The board is invited to attend an event on November 10, 2019 between 12 pm – 4 pm, at which coats will be distributed along with new library cards. There was no SAC report.
BOARD DEVELOPMENT
No report.
VICE PRESIDENT’S REPORT
Jeff reported that the 2nd Annual Fundraising Dinner was a great success. Attendance was up from 88 to 120 people this year, and the amount raised this year so far is approximately \$35k versus \$26k in 2017. Jeff said that the Annual Appeal is coming up and mentioned that letters get returned if sent to a street address when recipient uses a PO Box. This is an especially big problem in Unionville. Actions are being taken to get PO Box numbers for recipients. Tom commended the Dev-Com committee for their “amazing” work on the fundraiser.
FINANCE
Bill reported that operating finance concerns have been alleviated over the last month. Total Library revenue was \$85.4K versus \$15K in August thanks to \$71.5 of donations from Pocopson, East Marlborough, New Garden and Pennsbury. September expenses were \$59.3K versus \$91.4 for August. This produced net revenue of \$26.2K versus the negative amount of \$76.3K for the prior month. The balance sheet will reflect the \$350k movement of money for the Hall property. Library cash is \$298.6K

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<p>which is a significant jump since August of \$138.5K. This healthy cash cushion should take us to year end. ALP will probably need some assistance, which will result in \$20K being moved into that account.</p>
HOME & GARDEN TOUR
<p>Gail reported that the home selection process for the tour is underway.</p>
NEW BUILDING COMMITTEE
<p>Jeff informed us that the Library officially closed on the Hall Property on October 1st. Repairs are underway on the roof, plumbing, electrical and HVAC systems, per Borough inspection. Jeff also reported that HARB has refused to issue an opinion on the demolition of 124 S. Willow St, although the building has been deemed impossible to move, and our insurance company won't cover it. Jeff will continue to work through HARB and Borough Council to obtain permission for demolition of this building. The owners have agreed to a sale price of \$125k.</p> <p>Bill reported that our architects are working on a scaled-down version of the new library building, one without a parking garage. This is a challenge. Bill Evans of RRMM Lukmire will be meeting with the NBC this Thursday to present several design options needed to get the cost of the Library to \$15 million. The primary technical issue is how to deal with the slope of the Weinstein lot. Changes may or may not result in cost savings.</p>
FEASIBILITY STUDY
<p>Bill commented on the excellence of our Feasibility Study. Fairmount Ventures will be presenting the final report to the Board at our November 20th meeting. Bill encouraged all board members to study the Feasibility Report before this meeting, because it lays out a roadmap for the needed efforts leading to a capital campaign. Don Kligerman and Anneliese van Arsdale will be joining us for the November board meeting for an in-depth review and discussion regarding the recommendations presented.</p>
PERSONNEL
<p>Brenda announced that Library staff member Linda Herrera has resigned. Megan and Brenda both commented on the value Linda's bilingual skills have brought to the library.</p>
POLICY
<p>Bill presented the 2018 Fair hare Table, which had been emailed to all Trustees. This information should be submitted to the Township Manager by the individually appointed Trustees either through a personal visit or by email. Kennett, New Garden, and East Marlborough, the townships that are giving their fair share, may like to receive this information showing how they compare to other municipalities in our service area. Brad described efforts to increase Pocopson's "fair share", and Tom commended Brad on his efforts.</p>
STRATEGIC PLANNING
<p>Cathy announced that the committee has organized a meeting with Trustees to review preliminary ideas for the Strategic Plan. The meeting has been scheduled for Saturday, October 27 from 10 am until noon. Cathy announced that the plan, to be submitted to CCLS, will be a "stepping stone" to our final plan, and that the final Feasibility Study is crucial to the final Strategic Plan. Barbara Necarsulmer emphasized the need to focus on our current Library and its programs in the plan, as opposed to future possibilities in the new building. Cathy mentioned that this is a "chicken and egg" problem which the committee is addressing.</p>
ADDITIONAL DISCUSSION
<p>At 5:51 pm, Tom requested that the minutes show an extra 9 minutes available for "spontaneous discussion!" Tom opened the floor to comments. Chris Larsen commented that our current website is</p>

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very “unstable” and dated and needs much greater flexibility. A plan is being developed to bring it into the 21st century.
Jeff used this time to encourage trustees to be “great ambassadors” for the library, and to use their box of Library Board business cards! It was mentioned that we need a great “elevator speech” for the library.
The meeting was adjourned at 6:04 pm. The next board meeting will be held Tuesday, November 20, 2018 at the Episcopal Church of the Advent.

Respectfully submitted,

Gail Bowden, Acting Secretary