

## Kennett Library Board Meeting Minutes

### May 15, 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

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*14 present (17 Trustees)-Quorum achieved*

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**Guests: Don Kligerman, Anneliese Van Arsdale, Bill Landmesser and Megan Walters**

<b>Agenda items</b>
<b>Opening of Meeting/Public Comments</b>
<p>Tom Swett, President, opened the meeting at 4:59 p.m. He began by introducing Don Kligerman and Anneliese Van Arsdale of Fairmont Ventures, who will be making a presentation regarding the feasibility study. He announced that Joe Sherwood, the Executive Director of the Chester County Library System, would not be attending today's board meeting. There were no public comments. The minutes of the April board meeting were approved and passed with no corrections.</p>
<b>FAIRMONT VENTURES PRESENTATION</b>
<p>Don Kligerman began by stating that Fairmont Ventures was established twenty-six years ago and now has fifteen full time employees. He explained that it is his company's role to help us secure our dollar target which is \$15 million. He stated that it is very important how the feasibility campaign is organized. A business plan for raising dollars is an essential part of this effort. His company takes a different approach from other companies – they talk to current donors and philanthropic leaders in the community and listen to their ideas and thoughts.</p> <p>Anneliese Van Arsdale, Project Manager, followed up with more information regarding the interviews. The potential interviewees will be selected by Board Members, a prospect review committee. After the interviews have been completed, Fairmont will be looking for themes which could be articulated into a strategy. Their findings will be shaped into an action plan, which will help formulate a key statement and an organizational infrastructure.</p> <p>Their presentation generated several questions from Board members. Cathy wanted more detail on the interviews. Brad emphasized the uniqueness of our community which should be taken into consideration. Bill had questions regarding the timeline. Don answered by stating that we should receive written documents about one month after the inception. Bill also asked about effective ways to deal with the local media. Jim asked if pledges could be structured over multiple years, to which Anneliese replied that is a common request. Tom added that the Board will have another opportunity to meet with Fairmont so be prepared with questions.</p>
<b>DIRECTOR'S REPORT</b>

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Megan said she was sorry about her email regarding FBI clearances. If Trustees have lived in Pennsylvania for over ten years, they are not required to obtain FBI clearances. She was happy to announce that she recently hired two new staff members, Jennifer and Zane.

She recently obtained a quote for scanning the immense volume of newspapers in storage from a company located in Frederick, Maryland. The quote was for \$28K, which works out to 56 cents per page. All agreed that this was too much. Bill will contact Google to compare costs. Megan explained that the main reason people request access to old newspapers is for obituaries.

Megan directed us to her report which showed that April's door count numbers were down. This can be attributed to several days of inclement weather and plumbing issues.

At this time, Megan has visited all townships except for Kennett Township. Cathy was impressed with her outreach activities and requested a list of specific organizations she has visited.

### ALP COMMITTEE

Brad reported that grant commitments, donations and book sales for the ALP currently total \$58,813, with more in the pipeline. He had more good news because ALP has an agreement with the Market at Liberty Place to host an ALP fundraiser during the summer. 15% of the profits of the restaurant sales will be given to ALP. Filomena will communicate the date for this fundraiser when it has been selected.

### NBC COMMITTEE

Brad stated that there has been a prime effort to reconcile cost reduction ideas in the last half of April. The committee does not want to compromise by eliminating the exciting elements of this project, but rather to eliminate redundancy in the design. The next step is to further reduce the cost estimate to within our budget. Brad informed us that one of the changes was placing the children's library on the second floor. The computers will be situated near the service desk.

Brad reinforced that the auditorium is not an add-on, but an integral part of the project. Presently they are targeting 115 chairs for this auditorium. Brad indicated that there be potential for a terrace overlooking State Street. An atrium is still part of the conversation. Staff offices which were oversized have been reduced. The Architects are listening and the Engineering firm has been helpful in reducing the cost. We are close to an agreement with the Engineering firm, however we still need a warranty of materials.

Due to the changes, we have received an additional bill for \$22K from the Architects. Bill has talked with the Architects regarding reducing this expense. In other real estate news, we are moving forward with the Hall Property although the Lodge will need meeting space.

### PERSONNEL

Brenda had no report.

### COMMUNICATIONS/DEVELOPMENT

Jeff happily reported that the Annual Appeal is over \$95K. Another initiative- the Community Calendar – should be available June 1<sup>st</sup>.

### FALL FUNDRAISER

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Jeff informed the Board that the Fall Fundraiser committee is moving forward. The event is scheduled for Thursday, October 11<sup>th</sup> at the Mendenhall Inn.

### FINANCE COMMITTEE

Bill reported that as of April the year to date net for the Library and ALP is \$70.7K. There are no sore points except for the recent plumbing issue. There will be a Strategic Planning Seminar on Friday, June 8<sup>th</sup> from 8:30 a.m. until 4:00 p.m. Bill said that this is such an important issue that it should not be the purview of one person. After that meeting, another meeting will be set to discuss the outcome.

### HOME AND GARDEN TOUR

Gail as the Board liaison for this committee reported that tickets sales for the garden tour are over \$23K received from over 500 attendees. The committee will hold a casual lunch on June 11<sup>th</sup> to wrap up event business. She asked our advice regarding recognizing and thanking committee members for their efforts.

### PRESIDENT'S REMARKS

Tom summarized our progress as an organization. Some of the salient features of this success have been the increase in our revenue which in turn demonstrates our ability to cover future operating expenses in our new facility. As discussed during the feasibility study presentation, once we have obtained the commitment of the community, only then do we approach foundations.

The meeting was adjourned at 5:59 p.m. The next board meeting will be held Tuesday, June 19, 2018 at the Episcopal Church of the Advent.

Respectfully submitted,

Margaret Egli, Secretary