

Kennett Library
Board Meeting Minutes

FEBRUARY 19, 2019 Board of Trustees

- Karen Ammon Barbara Bolton Gail Bowden Chris Britt Margaret Egli
 Cathy Elder Jim DiLuzio Shynyn Fiske Chris Larsen Bill McLachlan
 Brenda Mercomes Barbara Necarsulmer Loren Pearson Brad Peiper
 David Sleasman Thomas Swett Barry Tomasetti Jeff Yetter

13 present (18 Trustees)-Quorum achieved

Guests: Bill Landmesser and Megan Walters

Agenda items

OPENING OF MEETING

At 5:00 p.m. Tom Swett called the meeting to order. Tom recognized Bill Landmesser, who had been elevated to Trustee Emeritus for his twenty-five years of service to the Library, with an award. Next Tom asked for approval of the January 15, 2019 board minutes. Cathy made a motion to approve, which was seconded by Jeff, and passed. There were no public comments.

Next Tom introduced and welcomed the newest Trustee, Dr. Shynyn Fiske, who was appointed by Kennett Borough Council.

DIRECTOR'S REPORT

Megan announced that the second annual Bad Romance Event held at Kennett Brewing was a great success. She said that this is a popular fundraiser. KBC will give the Library a portion of the evening's profits. Besides the cut of receipts, the Library sold T-shirts and temporary tattoos.

Megan reported that she has started a new short story book group called "Eat Your Words". This book club was designed for busy professionals with time challenges. The book group meets at Liberty Place. The next story for discussion is "Shawshank Redemption".

Megan, Alex and Veronica have visited Upland Country School to exchange ideas and potentially collaborate on Maker Space.

Additionally, Megan has met with other Chester County Libraries regarding an upcoming writer's conference.

Megan and Margaret visited the Media Library at the invitation of Dave Haradon and Tammy Duering of the Longwood Rotary Club. We toured the Media Library including the room named after the Media Rotary Club, which had made a large donation to the library.

Megan alerted Trustees that the downstairs meeting room is being remodeled. Tom thanked Megan and stated that is laudatory that she is enhancing our facility.

ALP /SAC

Brad informed Trustees that the primary focus has been on fundraising. The committee has obtained \$21K in financial commitments. They are preparing for the upcoming interview with United Way. A grant application has been submitted to the Mushroom Festival and Dollar General. Last year Genuardi Foundation contributed, however this year they have changed their philanthropic priority to food security. To replace this funding loss, the committee is considering Comcast and Urban Outfitters. Paul Frederic, a committee member, has been very helpful with outreach to the mushroom industry. As a result of this outreach, Brad indicated that they have upcoming meetings with To-Jo, Phillips, and Country Fresh Mushrooms. Cathy Elder suggested to Brad that the committee reach out to Tina Ellor, a Micro-Biologist.

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<p>Brad announced a date for the celebration of forty years of ALP – May 18th. The event will be held at the Church of the Advent. Filomena and Lupe are working on the details. The invitation list will include students, tutors, and board members. There will be a short program that will highlight student success stories.</p> <p>Tom interjected that the owner of La Michoacana Ice Cream and the owner of Lilly’s are graduates. Bill added that the owner of Hong Kong Buffet also benefitted from the ALP program.</p> <p>Brad brought us up to date on SAC and the offline process for allocating funds to the eighteen-member libraries. As a result of this process, West Marlborough’s funds may be split between our Kennett Library and the Avon Grove Library. Brad is recommending that they base this on a four-year trend versus two years. Bill asked Brad about other CCLS splits which included Pocopson Township.</p>
BOARD DEVELOPMENT
<p>Karen said there was no report.</p>
DEVELOPMENT/COMMUNICATIONS
<p>Jeff announced that the follow up to the Annual Appeal went out. The Annual Report will be completed by mid-March. Starting in the April/May time frame another mailing which highlights our programs will be mailed to patrons.</p> <p>The Dev/Com committee is already working on the 3rd Fall Fundraiser. Attendees indicated that they would like a change of venue. The committee is currently researching other venues for this event which will be held either the 11th or 17th of October. This year the committee wants to enhance the program with an interesting speaker.</p> <p>Jeff reporting for Chris Larsen informed us that Chris did an RFP for a new website. Veronica Chavez our Communications Associate is working with Chris on this project.</p> <p>Finally, Jeff announced that the committee will develop a planned giving brochure by year-end. Tom credited Jeff and his committee for an exemplary job.</p>
FINANCE
<p>Bill received the interim report for December 2018, however he has not received the January 2019 report from CCLS. This is the second year that we are showing a surplus. Although we had an increase in personnel expenses, Bill stated that our surplus for 2018 is \$45K. This surplus can be attributed to the success of special events. Tom said that this good financial information shows that we will have adequate operating dollars for a new Library. Astute donors will ask to see a three-year balance sheet.</p> <p>Jim asked Bill how much we have spent for the new building in 2017 and 2018. Bill replied that one significant expense we incurred was the purchase of the Hall property for \$350K, which will ultimately be used for parking. Tom added that real estate purchases are assets.</p>
HOME AND GARDEN TOUR
<p>Gail informed the Board that the H&G committee is in peril. Many of the committee members have served for many years and are now older. The committee, which is co-chaired by Gail and Carol Yetter, is down to three members. Gail does not believe that the Tour is sustainable as an annual event. She is suggesting that it should be a biannual event. It takes almost one year to line up houses for the tour. This year they experienced many declines. She is recommending that this event come under Special Events, which is overseen by the Dev/Com Committee. Tom acknowledged that many special events go through</p>

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<p>cycles. Gail offered that despite what happens, vendors and other contacts will be brought over to the Special Events committee.</p>
NBC COMMITTEE
<p>Jeff told the Board that on February 27th the Library will own 124 S. Willow Street for the price of \$125K. This property will be demolished for the purpose of providing parking for our new Library. Meanwhile rents are coming in on a timely basis for the Hall property. The rents cover taxes and repairs. We recently had to fix the furnace.</p> <p>Jeff and Bill met with Rusty Drumheller in regard to permits for our projects. It is important that we start at least six months ahead of time.</p> <p>Bill announced that we signed the capital campaign agreement on January 15th with Fairmount Ventures. This document had been sent to all board members. Bill reminded Trustees that this project is a marathon not a sprint. An interim committee has been formed to provide guidance to Fairmount. One of the first priorities of the committee is to identify community influencers. We will need board involvement as we change the narrative. Two campaign co-chairs will be selected along with approximately fifteen campaign committee members. Currently the interim committee is holding weekly conference calls with Fairmount for this purpose. Interim committee members include Tom Swett, Jeff Yetter, Bill McLachlan, Brenda Mercomes, Margaret Egli Brad Peiper and Megan Walters.</p>
PERSONNEL
<p>Brenda announced that Megan has finished the job description project. She and Megan have also been working on the determination of one-time bonuses for employees.</p> <p>Tom thanked Brenda for her role on the Personnel Committee of the Kennett Borough Council which interviewed the candidates and selected a highly qualified Trustee, Dr. Shanyn Fiske, to be the Borough appointee.</p>
POLICY
<p>Bill reported that he had sent a letter to Dr. Barry Tomasetti regarding the expiration of his term as Member at Large and requesting his continuance of service. Dr. Tomasetti indicated that he would remain on board but he plans to retire January 2020 as District Superintendent and would recommend that his replacement would consider taking his position on the Kennett Library Board at that time. Tom thanked Bill for reaching out to Dr. Tomasetti.</p>
STRATEGIC PLAN
<p>Cathy Elder asked for an affirmation of the Strategic Plan, which had been distributed to all Trustees electronically. Brad seconded the motion and it passed unanimously. Tom remarked that the committee headed by Cathy and Barbara Necarsulmer is deserving of praise. Cathy added that they have formed a committee to track progress of this strategic plan. The staff will be included and engaged in this tracking process. Their next meeting will be held Monday.</p>
Other Information
<p>Bill commented that new trustees, David and Shanyn, have been sent Trustee packets. Bill continued that they need to pick Library committees to serve on. Dr. Shanyn responded that she wants to be on ALP, the Home and Garden Tour and IT. She mentioned that she has extensive experience with digital archives. Both Brad for ALP and Jeff for Dev/Comm (the special event committee) were more than happy to accept her committee choice.</p> <p>David responded that he would review the committee information before making his selection.</p>

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The meeting was adjourned at 6:04 pm. The next board meeting will be held Tuesday, March 19, 2019 at the Unionville-Chadds Ford School District Office.

Respectfully submitted,

Margaret R. Egli
Secretary