

**Kennett Library
Board Meeting Minutes**

DECEMBER 18, 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, Filomena Elliot, Julie Noolan, and Bill Landmesser

Agenda items
Opening of Meeting/Public Comments
Tom Swett, President, opened the meeting at 5:00 p.m. Jeff made a motion which was seconded by Barbara Necarsulmer to approve the November minutes. Tom introduced guest, Julie Noolan, who is affiliated with the Kennett Area Senior Center. There were no public comments.
NOMINATION OF DAVID SLEASMAN/MEMBER AT LARGE
Margaret made a motion to approve the nomination of David Sleasman as a Member-at-Large. Barbara Necarsulmer seconded the nomination and the vote carried unanimously. Tom commented that Mr. Sleasman, the current Director of Library and Information Services for Longwood Gardens since 2011, is very well connected and should be an asset to our Board.
TRUSTEE EMERITUS
Tom disclosed that he has had two recent conversations with Trustee Jerry Brown concerning his status as Emeritus Trustee. Bill Landmesser will also achieve Emeritus status.
MOTION TO ADOPT FAIRMOUNT PROPOSAL
Bill made a motion to accept Fairmount Ventures proposal to be the Kennett Library Capital Campaign Manager. The first-year cost is \$126,000, which represents 932 staff hours . The cost will be payable monthly. Margaret seconded the motion and it passed without any contrarian comments.
DIRECTORS REPORT
Megan reported that it has been one full month since new Communications Associate, Veronica Chavez was hired and she is already making a positive impact. Megan thanked Brenda for the great help conducting interviews. Megan is attending a Building Bridges workshop. Both Megan and Brenda agreed that the Winter Solstice was a very successful event. Megan is hoping to add Spanish story time for children. She is also offering a Book Club for working adults, which will be held at Liberty Place. She is looking forward to a great year. Tom complimented Megan on the sense of vibrancy that is evident when you walk through the doors of the Library
ALP
Filomena reported in Brad's absence. Currently the ALP program has 173 tutors. ALP has signed up over 19 new tutors. 401 students received tutoring in 2018. 131 students finished the training. One student completed their GED. The 2018 attendance rate was 37%. ALP participated in Operation Warm, another success. International Paper Company gave 242 coats. Leftover coats were given to KACS. Attendees for the Operation Warm were also given Library card applications.

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<p>Another ALP project, the collection of two-pound bags of rice resulted in 214 donations plus 62 larger bags of rice. Rice was donated to KACS.</p> <p>Tom lauded Filomena, other Library staff, and Trustees for their involvement with other organizations.</p>
BOARD DEVELOPMENT
<p>Bill announced that Karen Ammon will be sending out the expected slate of officers for 2019. Gail asked if we are anticipating any changes. Bill replied that a reorganization meeting is required every year, and that no we are not expecting any changes.</p>
DEVELOPMENT/COMMUNICATIONS
<p>Jeff informed the Board that the Annual Appeal letter was sent out December 4th. This year our mailing list included Post Office boxes including Philadelphia and Wilmington.</p> <p>Jeff also announced that a two-page handout of where we stand with the new Library will be ready February 1st. This communication piece will also be available on the Library website.</p> <p>The Annual Appeal right now stands at \$30K. A follow-up mailing, which was wildly successful last year, will be sent again this year.</p> <p>Margaret Egli will be joining the Longwood Rotary for the Kennett Library. Karen Ammon is already a member and has offered to sponsor her.</p>
FINANCE
<p>Bill had good news. The Library has \$154K in our bank account. All municipalities have paid resulting in our being 1% over budget. Expenses for November were normal, there were no surprises. We should end up with a surplus for the year.</p> <p>The 2019 budget shows \$975K in revenue with projected expenses for the Library and the ALP program of \$962K. The State mandates that 12% of expenses must be for library materials. Regarding personnel costs, Bill pointed out that we are always at the mercy of benefit costs.</p>
2019 LIBRARY BUDGET AFFIRMATION
<p>Bill requested an affirmation to accept the 2019 budget that was presented to Trustees. Bill made the motion and it was seconded by Karen and passed unanimously.</p>
HOME AND GARDEN
<p>Gail revealed that the committee is focusing on homes in the Borough, which would provide the ability to organize a walking tour of Kennett. There is a list of twenty-eight homes on the list. So far, the committee has obtained four yeses and eight declines. All committee slots are filled.</p> <p>Tom thanked Gail for reaching out to Barbara Cairns. Gail replied that Barbara had been very helpful.</p>
IT
<p>Chris Larsen said that there are two main themes – the website and the CRM platform. The next step would be to establish the new platform. Chris asked for volunteers from the Board stating that he would welcome the help. Tom added that due the level of complexity involved in this key area, we need all the expertise we can muster. Chris continued that there is a lot to consider and think about.</p>

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PERSONNEL
<p>Brenda reported that as we know there is a vacancy on the board for a Kennett Borough appointee. The position was advertised and the Council received three replies. Interviewing will be done on Thursday. She was optimistic that there should be a decision by January 7th. The selection should be known by the next Board meeting on January 15th.</p> <p>Tom asked “ How do we measure success? People want to be on our Board.” Tom thanked Brenda for her work on the Borough Council. Jeff congratulated Brenda on her part in hiring Veronica Chavez.</p>
POLICY
There is no report at this time.
STRATEGIC PLAN
Barbara Necarsulmer reported that the committee has been meeting since summer. They are prepared to present the plan at the next Board meeting in January. The committee will be looking for feedback and affirmation.
BOARD VENUE CHANGE
Bill announced that the January Board meeting will be at the Unionville Chadds Ford School District Office instead of the Episcopal Church. He will send a reminder in January prior to the meeting. Megan contributed that this opportunity arose because we did a presentation to the UCF School District at the Library on November 27 th . This is the start of a mutually beneficial collaboration between the Library and the School District.
EXECUTIVE SESSION
The meeting was closed so that the Trustees could discuss the latest updates to the design 4.0 process in anticipation of the new cost estimate.
ADJOURNMENT
Tom thanked Bill and Jeff for their diligence. The meeting was adjourned at 5:57 p.m. The next board meeting, the reorganization meeting, will be held January 15 th , 2019 at the Unionville Chadds Ford School District Office.

Respectfully submitted,

Margaret R. Egli
Secretary