

Kennett Library
Board Meeting Minutes

DECEMBER 17, 2019 Board of Trustees

Karen Ammon Barbara Bolton Gail Bowden Chris Britt Margaret Egli Jim DiLuzio
 Victoria Gilrane Michael Guttman Chris Larsen Will Majarian Brenda Mercomes
 Barbara Necarsulmer Loren Pearson Brad Peiper David Sleasman Thomas Swett Collis Townsend Jeff Yetter

14 present (18 Trustees)-Quorum achieved

Guests: RuthAnn Deveney, Mary Hutchins, Bill Landmesser, and Megan Walters

Agenda items
OPENING OF MEETING/PUBLIC COMMENTS
At 5:01 p.m. President Tom Swett called the meeting to order. He began by making a correction to the December Board Agenda. The January Board meeting should be on the 21 st not January 15 th as noted.
MOTIONS TO APPROVE THE NOVEMBER BOARD MINUTES
Tom asked for a motion to approve the November Board minutes. Barbara Necarsulmer made a motion, which was seconded by Brad Peiper. The November Board minutes were approved.
DIRECTOR'S REPORT
Megan started her report by updating us on the success of the second Operation Warm. 150 coats were given out. As a result of the Library's participation, Filomena Elliot was interviewed by a Library journal. The recent story time with Victoria Wyeth was a big success. Santa Claus is coming next week. She informed the Board that she has started interviewing for the Program Coordinator. She was especially impressed by one candidate. She also revealed that the Library is gearing up to be a partner with the Census. This will be the first year that the Census will be online and available for completion on the Library computers. She shared bad news that Filomena was in a bad car accident and will be out of work for a while. Board members asked what we could do to help. Tom complimented Megan on the Winter Solstice event at the Library. He was pleased that the room was packed.
PRELIMINARY SLATE OF OFFICERS FOR JANUARY 2020
Karen presented the preliminary slate of incoming officers for 2020. Jeff Yetter will be President. Bradley Peiper has agreed to serve as Vice President. Will Majarian has consented to serve as Secretary, and Tori Gilrane will continue as Treasurer. Karen made a motion to accept this slate, which was seconded by Barbara Necarsulmer. Karen thanked Tom Swett for his three to four years of service and strong leadership. Karen proposed that Tom be given the title, Chairman Emeritus, which was seconded by Brad and passed. Tom would attend future Board meetings; however, he would not be eligible to vote. Brenda will remain the head of Personnel and Collis will continue as the Capital Campaign Chair. Tom commented on how the collegial nature of the Board and the way work is done thoughtfully in committees has contributed to our success.
ALP/SAC
Brad reported that ALP funding continues to be strong. Funding year to date is \$72K which includes the second installment of \$9,600 from United Way. Alp is still waiting for payment from the Market at Liberty for proceeds from a fundraiser in September. Brad was pleased that this was the second successful year of participation in Operation Warm. ALP continues to look for ways to partner with other non-profits. One recent example is collaboration with Wings for Success. Brad informed us that we are giving computer classes in Spanish on Friday evening.
TOWNSHIP OUTREACH UPDATES
Jeff brought us up to date on his Township visits for the purpose of soliciting capital campaign donations. He got a tour of the New Garden Police facility. New Garden will have two new Supervisors in January. New Garden's contribution hinges on the sale of the sewer system. He acknowledged that Kennett Borough has given their due with the \$164K discount on the Weinstein Lot plus \$140K in fee waivers. Pennsbury has

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pledged \$240K over six years. He waiting to hear from both Pocopson and Newlin. He is going back on January 6th to make another presentation to New Supervisors of East Marlborough. He credited Mr. Swett with a pledge of \$60K form West Marlborough. Kennett Township will be giving \$725K over a period of years. Thus far we have received \$1.2 Million in commitments.

Regarding the Annual Appeal, Jeff stated that some may have received two mailings – one to the Family of and another to Mr. and Mrs. This glitch should be corrected next year. Megan added that funds are already coming in. She has 200 checks ready to be deposited.

CAPITAL CAMPAIGN UPDATE

Collis announced that the Capital Campaign is in full stride. Peter and Mandy Kjellerup will Co-Chair. He is meeting with Paul Redmond of Longwood Gardens, who he hopes will also serve as Co-Chair. He has received positive signs from Bob and Jennifer McNeill. Collis is planning a Campaign Launch event June 2020. Next, he circulated two marketing pieces. The larger trifold version is to be used when calling on businesses. The smaller marketing piece is titled “The Time is Now for a Great Community to Build a Great Library”. Collis credited Mary Hutchins and Leslie Kedash for their work on these pieces. These collateral pieces are also available in laminates.

Collis wants a Campaign website complete with a dashboard and a “donate now” button when we decide on a new Library website. Additionally, he is working on a presentation to the Longwood Foundation. Trustee Gail Bowden is working on the formation of a Friends of the Library. Loren Pearson added that one of the ideas generated by the “Friends “is a tour of homes with libraries. Tom congratulated Collis on a great job.

Karen informed Trustees that there is a new community magazine coming out in March.

FINANCE

Tori reported that the Library has received a stock donation of four shares of Apple. She has no information regarding the donor. Tori presented the proposed 2020 Budget. She reminded us that ALP will be merged into the operating budget. In an effort to streamline, there will no longer be one budget for ALP and one for the Library. She noted that investment income of \$35K in dividends is included in regular income. She also revealed that in terms of expenses – payroll expenses are up. Library materials expense are budgeted for the standard and required 12%. Professional fees along with capital campaign fees will be reclassified. Will asked if contributions are made to a reserve fund to prepare for contingencies. Tom reinforced this idea that the health of a non-profit relies on funds set aside. He continued that we should be prudently be setting funds aside. Jeff added that at this time we do not have an endowment or legacy program. Recently we have received two large donations from Estates. He recommended that we have a legacy brochure developed. Both Collis and Brad plan on having a reserve fund for the new Library. Tom repeated that a healthy reserve fund is an essential part of non-profit management. Tom informed the group that we are researching prior contributions prior to our terms to determine if and what type of restrictions apply.

Tom commended Tori on an excellent job despite being encumbered by Exton. CCLS has been short staffed making it difficult for her to close the books. Collis reinforced that our numbers need to be rock solid as we approach the community for donations. Brad mentioned that he will be making a presentation to Exton in January regarding the Library project.

Brad made a motion to accept the proposed 2020 budget which was seconded by Karen and passed. Tom thanked Tori for doing an excellent job.

NBC

Brad began by telling us that the Library is the owner of three lots. We are continuing to work with Mr. Sinton and just now regarding the retaining walls. Trees will be removed from 124 S. Willow Street. The

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Environmental study begins Monday. Hazard tests will be completed prior to demolition. 124 will be demolished. Brad recognized Will Majarian for leading the work on land development. Currently he is working with Register. One of the first priorities is zoning which needs to be approved. Additionally, there are RACP requirements which need to be addressed by August 2020. Michael Guttman is assisting with the RACP requirements. Another priority is relocation of the sewer and water. The Tubman mural is another important consideration. He thanked Brenda for taking the lead to preserve this historical community theme and how we pay tribute. There will be a review of the building exterior by HARB. Our plan is to use local materials including Avondale brown stone. The timeline for the construction is between fifteen to eighteen months.

MOTION TO ACCELERATE DESIGN DEVELOPMENT

Brad made a motion to approve the authorization of RRMM Architects to initiate “Design Development” in the first quarter of 2020. He disclosed that the Executive Committee had expressed confidence in this accelerated pace. This decision also reflects on a belief in the positive results of our Capital Campaign. Brad disclosed the cost of the development of \$307 is a risk. Tom agreed that we should move forward based on the strength of our funding. He expressed confidence in Township outreach, money from the County, sale of our current building plus positive messages from donors. Michael believes that the detailed Architectural Plans will help in receiving funding. Collis said that our Board showed confidence by pledging \$235 alone. Brad promised a cash flow analysis for the Board. This analysis will also be important to show prospective lenders. Tom revealed that he has a meeting in January with Wilmington Trust, a prospective lender. After discussion regarding this motion, Michael Guttman seconded the motion which was passed.

President Tom acknowledged that we had just taken a significant vote and step.

ADJOURNMENT

Before the meeting was adjourned, Brenda Mercomes, introduced RuthAnn Deveney. Brenda informed us that RuthAnn will be voted on in January by the Kennett Borough to serve as a Borough Appointee to the Library. The meeting was adjourned at 6:10 p.m. The next Board Meeting will be held on Tuesday, January 21, 2019 at the Unionville Chadds Ford School District Office Board Room #14 located on 740 Unionville Rd., Kennett Square, PA 19348

Respectfully submitted,

Margaret R. Egli
Secretary