

## **NOVEMBER 19, 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

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*16 present (18 Trustees)-Quorum achieved*

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Guests: Julie Noolan, Mary Hutchins, Bill Landmesser, and Megan Walters

### **Agenda items**

#### **OPENING OF MEETING/PUBLIC COMMENTS**

At 5:00 p.m. President Thomas Swett called the meeting to order. He recognized and welcomed the guests.

#### **MOTION TO APPROVE OCTOBER MINUTES**

Tom asked for a motion to approve the October minutes. Barbara Necarsulmer made a motion which was seconded by David Sleasman.

#### **MOTION TO APPROVE CAPITAL CAMPAIGN BUDGET**

Capital Campaign Chair, Collis Townsend, explained the capital campaign budget for \$115K which includes campaign events and collateral materials. The Committee will be planning events including a launch event. Collis further explained that campaign expenses will be monitored by Tori, Library Treasurer. Brad thanked Collis and his team for doing a great job. Jeff reminded the Board that a budget of \$200K had been approved. Tom asked the Board to entertain a motion to approve. Jim wanted assurance that the expenses would be reviewed by our Treasurer and was given that assurance. Karen made a motion to approve, which was seconded by Barbara Necarsulmer and passed.

#### **LIBRARY DIRECTOR'S REPORT**

Megan started her report with a big Thank You to the Board support for the \$50K raised by the Fall Fundraiser. She also referenced the good comments that she received from attendees. We exceeded our previous Fall Fundraiser which had raised \$42K. Tom also received comments that the event was outstanding. Megan reported on a local writer's conference hosted by the Library. Eighty-eight people attended the conference which was highlighted by the participation of fifteen local authors. Jim DiLuzio agreed that it was a wonderful day.

Next Megan updated us on the new Museum Pass program. She thanked David Sleasman for his efforts with Longwood Gardens. The promotion started November 18<sup>th</sup>. Megan would like to include Winterthur in the Museum pass program; however, they do not participate at this time. Karen asked how we vet the users of these passes. Tom answered by stating that this is a work in progress. David agreed that it was a pilot program for Longwood also.

Megan informed us that it was Veronica Chavez's last day on Friday, November 12<sup>th</sup>. She is in the process of transitioning out. Alex is also leaving which will leave us with a Social Media void. The fact that both Alex and Veronica are leaving changes the way Megan will hire a replacement. She needs a programming person with overlapping skills.

Jeff asked Megan why there was a reduction in cardholders on her report. Megan answered that this was as a result of expired cards.

#### **NBC COMMITTEE REPORT**

Board Chair, Brad shared an inspiring photo of the proposed Library project, which was a view from State and Willow. He also provided us with an interior view and auditorium representation. Next Brad presented an Executive overview of the timeline regarding the development for our project. Maintaining momentum will be key to the success of the project. When the funding target of 75% is achieved, we are in the position to obtain construction financing. He reminded us that during the quiet phase of the campaign, the Architect's schematic design and cost estimate were on hold. He is projecting that by the first quarter of 2021, we should have completed the design development. By the fourth quarter of 2021, we should have obtained the

## Kennett Library Board Meeting Minutes

### Agenda items

guaranteed maximum price. Collis interjected that we should be prepared in case this guaranteed maximum price rises. Chris Britt asked about design development and the impact of variables on cost. Brad acknowledged that the design development by Lukmire contained high quality, but not gold-plated details. He also acknowledged that we are no longer in the quiet phase for the Architects. Brad stated that the land acquisition phase is over, but now we are faced with lot preparation which includes phase 1 and 2 environmental testing plus the Sinton land exchange. The land development plan was approved by Kennett Borough. He recognized Brenda for leading a task force to address the Hall mural. Brenda credited Gail with having the great idea to hold a meeting at Genesis to generate ideas regarding the mural. Tom said that it important that we send a clear message that we care about the mural. Besides the above- mentioned items, there is HARB, State grant compliance, and CCLS approval.

Brad confirmed that EDiS will be our construction manager at risk. Brad reported that the RACP timeline is accelerated We need to comply with requirements including prevailing wage. He again prepared us that the cost for the project could be more than \$15 million. Prior to our Board meeting, Brad had emailed all Trustees a 12-page memorandum which listed all the tasks from timeline development through the quiet period up to the EDiS Agreement and finally to Key Learnings. Tom thanked Brad for his hard work.

### VICE PRESIDENT'S REPORT

Jeff started by softening the effect of prevailing wage. Prevailing wage would only impact the labor costs affiliated with our project. If the construction costs are 9 million, labor is 25% of the total. We could expect an increase of anywhere from 1 to 2 million.

Next Jeff updated us on his progress with presentations to the Townships. Thus far he has made a total of seven presentations. He is optimistic regarding the commitment of Kennett Township. He is projecting that New Garden will do something over an extended period of time. Tom gave Jeff credit for generating excitement regarding the Library in West Marlborough Township. Jeff also mentioned that there has been a shift in the political parties in another Township which could impact the results.

Jeff ended by alerting us to the mailing of the Annual Appeal.

### CAMPAIGN COMMITTEE

Collis shared a rendering of the "Daylight" new Library, which was the popular choice over the Nighttime view. He credited Mary Hutchins with creating the slogan "Great Communities Build Great Libraries." Collis recognized Julie Noolan for her generous gift of \$200K to the Capital Campaign fund. Next, he addressed naming opportunities. He is advocating we add a patio to our design and price the naming right at \$1.5 million. The sign on the future Library site will be up next Wednesday. Collis has been busy lining up co-chairs for the various campaign committees. Additionally, he has been working with Gail to set up a special events committee. He is also working with the Personnel committee to develop a staffing plan. Tom thanked Collis for his efforts.

### FINANCE

Tori has been working on a preliminary operating budget for the Library, which includes staffing expense. Tori revealed that there will be a change regarding ALP. Previously it has been operating on its own. In January 2020, ALP will be lumped into the general account, but will be shown as a line item. ALP currently shows a deficit, which has been offset by grants.

Tom asked Tori if it is possible to show interest accrued from the restricted endowment fund in an income category.

### **Agenda items**

#### **ALP/SAC**

Brad previously emailed an ALP monthly report to all Trustees. Highlights of this report included emphasis on seeking additional large foundation grants to grow funding, strengthening relationship with the local Mushroom industry, and finally celebrating the 40<sup>th</sup> anniversary of the ALP Program.

#### **BOARD POLICY**

Karen addressed a question that had previously been brought up about the bylaws. She informed the trustees that former Treasurer, Bill McLachlan had revised and updated the Kennett Library Bylaws in October of 2016.

#### **ADJOURNMENT**

The meeting was adjourned at 6:10 p.m. The next Board Meeting will be held on Tuesday, January 15, 2020 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