

**Kennett Library**  
**Board Meeting Minutes**

**OCTOBER 15, 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

*15 present (18 Trustees)-Quorum achieved*

Guests: Mary Hutchins, Bill Landmesser, & RuthAnn Deveney

<b>Agenda items</b>
<b>OPENING OF MEETING/PUBLIC COMMENTS</b>
At 5:00 p.m. President Tom Swett called the meeting to order.
<b>MOTION TO APPROVE SEPTEMBER BOARD MINUTES</b>
President Tom Swett asked for a motion to approve the September Board minutes. Karen Ammon made a motion to approve, which was seconded by Jeff Yetter and passed with no corrections.
<b>MOTION TO APPROVE DEVELOPMENT ASSOCIATE SALARY</b>
Collis presented a motion to record the salary for Mary Hutchins, our new development associate, to read that the range for Mary's position will be \$45K to a maximum salary of \$52.5K, with a review in 4 months. The motion was approved, and Brenda was thanked for her assistance. Collis then introduced Mary Hutchins, who expressed excitement for the opportunity to join the Capital Campaign staff.
<b>CAPITAL CAMPAIGN MEETING SPACE</b>
Collis reported that office space for the Capital Campaign has been established at 110 State St, above La Verona. The office space is being donated by LGB Properties, and Collis thanked Geoff Bosley for his donation of the space. Hours will be 10am-2pm daily. Future meetings of the Capital Campaign will be held at this office. Jeff mentioned that the office can use bulletin boards or white boards as well as a larger table for meetings.
<b>MOTION FOR ECONOMIC DEVELOPMENT STUDY</b>
Jeff discussed the need to have certain types of information for grant applications. One piece of information is the measurement of the new library's economic impact on the town of Kennett Square. Todd Poole has been recommended as a consultant to conduct the economic impact study. The study will cost \$8k. Tom mentioned that Mr. Poole has an excellent reputation and will be an asset as we approach foundations and businesses. Will suggested that we need these numbers as "talking points." A motion was made to approve the hiring of Todd Poole, it was seconded by Brad and approved.
<b>ALP/SAC</b>
Brad reported on the continuing initiative to reach out to the mushroom industry. So far, outreach has been done with Manfredi, South Mill, Country Fresh, Modern Mushroom, ToJo and the American Mushroom Institute. Tom praised Filomena's initiative in organizing the ALP "American Citizens Celebration" and in including local politicians Michelle Kichline and Josh Maxwell.
<b>BOARD DEVELOPMENT</b>
Karen apologized for not distributing information to new board members, but she's working on it. Karen also said that the Board bylaws need to be revised and updated, and asked for help from anyone who has experience in this area. Tom mentioned that the bylaws should be updated in advance of the Capital Campaign.
<b>DEV/COMMUNICATIONS/FALL FUNDRAISER &amp; UNIONVILLE COMMUNITY FAIR</b>
Jeff announces that as of today, there are 160 attendees for the Fall Fundraiser. We are using an online auction service this year for the Live Auction as well as the silent auction. We have \$24,500 for Sponsors.

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<b>Agenda items</b>
<p><b>CAPITAL CAMPAIGN UPDATE</b></p> <p>Collis reported on the Board challenge and announced that the board has contributed a total of \$235K! Collis shared an Organizational Chart of the Capital Campaign, and reported that some of the positions have been filled. Barbara Cairns has agreed to serve as chair of the SCC Philanthropist Committee. Buzz Hannum will chair the Preservation/Conservation committee and Matt Fetick has agreed to chair the Equestrian Committee. The first “Campaign Cabinet” meeting will be held in November.</p> <p>Tom commended Collis and thanked him for guiding the board and our community in this process. Jeff reported that we now have \$5.3M in capital campaign funding.</p>
<p><b>FINANCE</b></p> <p>Tori has completed preliminary financial reports through August. Karen thanked Tori for creating a financial report that everyone can understand. Tom officially congratulated Tori for all the work she has put into our finances.</p>
<p><b>NBC –MOTION TO CONFIRM EDIS</b></p> <p>Brad made a motion to confirm EDIS as “Construction Company at Risk.” Contract has never actually been approved, but rather pre-construction work was approved back in 2018. NBC feels EDIS has gone “above and beyond” in their work for us and have fulfilled their obligation for our contract amount and then some. It’s felt that EDIS also has influence in Delaware and they have offered to help with raising capital. Their commission fee is 2.9%. Joe Riper, our attorney, has reviewed the contract. Brad reported that the NBC has made the recommendation that the board reaffirm our contract with EDIS. After much discussion, Tom moved for a vote on the reaffirmation, and it was seconded by Brenda. The motion was approved.</p> <p>Brad also reported on the issue of the Harriet Tubman mural. Brad said we want this to be a community plan, and a Task force is being formed to decide how to preserve the mural. Brenda will initiate a meeting of community members for the Task Force. Jeff mentioned that as of Monday, closure on Weinstein lot, means we’ll own all three properties at State and Willow. Three lots will be consolidated.</p>
<p><b>PERSONNEL</b></p> <p>Brenda introduced RuthAnn Deveney who has been appointed as a new board member by the Kennett Borough council. RuthAnn gave the board a brief resume.</p>
<p><b>ADJOURNMENT</b></p> <p>Meeting adjourned at 6:03 pm, after which Megan showed the board the video presentation which was prepared for the Fall Fundraiser.</p>

Respectfully submitted,

Gail Bowden  
Acting Secretary