

SEPTEMBER 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

13 present (18 Trustees)-Quorum achieved

Guests: Joseph Sherwood, Filomena Elliot, and Bill Landmesser

Agenda items
OPENING OF MEETING/PUBLIC COMMENTS
At 5:05 p.m. Vice President Jeff Yetter called the meeting to order. Jeff introduced Joe Sherwood, the Executive Director of CCLS. After asking all Trustees to introduce themselves, Jeff asked Joe to make comments.
COMMENTS BY JOE SHERWOOD
Joe updated us on the 2020 Library funding formula. He acknowledged that CCLS will be involved in approval of our New Library building. He also informed us that CCLS is looking at a new Library app. He recently attended a meeting at Longwood regarding a unified community events calendar. He reminded Trustees about the Legislative breakfast at the Exton Library on Friday, September 20. There also will be a Marketing & Development Workshop on November 2 nd . He ended by stating that there is a State initiative to give \$100K in funding supplies to all member Libraries. He is in the process of writing the request for this support.
MOTION TO APPROVE AUGUST BOARD MINUTES
Vice President Jeff Yetter asked for a motion to approve the August Board minutes. Brenda made a motion to approve, which was seconded by Michael Guttman and passed with no corrections.
MOTION TO HIRE EXECUTIVE COACH
Brenda introduced a motion to hire an Executive Coach for Megan. The idea is that as we ramp up for the Capital Campaign it is important to enhance Megan's skills so that she can successfully deal with the stress and management issues. Our previous Treasurer had found Executive Coaches from New York; however, the Executive Committee had balked at the \$600 an hour fee. Brenda researched Executive Coaches and found Susanna Gilbertson of the Blue Door Group from Haverford. She and members of the Personnel Committee interviewed her via Skype. Trustees asked Brenda questions pertaining to the scope of the coaching and goals and how we measure success. Jim asked if we had considered Carl Francis and Brenda said she did not. Brenda projects that the cost of this coaching should be between \$5 to \$6K. Brad added that the Personnel committee looked at this as an opportunity to enhance Megan's skill set. Barbara Necarsulmer stated that there was a recommendation in the Strategic Plan to hire an Executive Coach. Brenda believes that this will be money well spent. Karen recommended that in a future more information prior to the meeting would be helpful. After discussion, Brenda moved that we hire Susanna Gilbertson, which was seconded by Karen. A vote was taken. The motion passed, however one Nay vote was cast by Jim DiLuzio.
FILOMENA ELLIOT REPORT
Filomena started by acknowledging the success of the Better Than Bacon Library Fundraiser. She announced that ALP is hosting a celebration for students of ALP who are becoming American citizens on October 12 th at 3:00 p.m. There is a chance that two more ALP students might pass the test. On November 9 th , ALP is collaborating with Operation Warm to give out 150 coats. She will need volunteers to pass out coats. Filomena was happy to report that she scored a spot in front of the Library for the Mushroom Festival. The booth had pictures of the new Library. She and Lupe manned the booth and spoke to 467 adults. Next year she is asking for help staffing the booth from Trustees.
MOTION TO APPROVE 990

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<p>Tori had previously emailed a draft of the Library’s 990 tax return to the Board. She asked for a motion to approve this 990. Jeff made a motion to approve, which was seconded by Brad. The Board voted unanimously to approve this report. Jeff thanked her for her time spent on this project.</p>
<p>MOTION TO APPROVE HIRING OF CAPITAL CAMPAIGN SUPPORT STAFF</p> <p>Collis announced that the Capital Campaign committee interviewed two candidates for the Development Position. The two candidates had very different skill sets. After interviewing the candidates, it was determined that Mary Hutchins would be better for the Development support position, while the other candidate would make an excellent owner’s rep under the NBC Committee purview. Collis continued that tonight he is prepared to move that we hire Mary Hutchins for the Development position. An ancillary issue is the need to find office space for this new position. Collis will make an overture to Larry Bosley for office space. Jim asked if the Development position could morph into an owner’s rep. Collis replied “no” because these are two jobs with totally different skill sets. There was discussion about the compensation for each position.</p> <p>Collis made a motion to hire Mary Hutchins for the Development position. Margaret seconded the motion which passed without dissent.</p> <p>Collis decided to table the hiring of the other position, because he needs to discuss the possibility of an owner’s rep with the NBC committee. There is also a need to evaluate the timing for hiring.</p> <p>Collis ended by reminding Trustees that tonight is the date to turn in their completed Pledge Form for the New Library. It is important for potential donors to see a financial commitment from the Board.</p>
<p>MOTION TO HIRE DELTA ONE AS CONSULTANT FOR GRANT WRITING</p> <p>Jeff made a motion to hire Delta One as consultants for assistance in grant writing. Senator Dinniman encouraged us to apply for another grant. The cost of Delta One is \$1,500 per month for ten months which equates to a total cost of \$15K. Michael Guttman attested to the benefit of Delta One. He stated that they are highly regarded and they understand the workings of Harrisburg. Previously Kennett Township had availed us of their services. If we are going to continue to request grants, we will need their services. After Brad seconded Jeff’s motion, the motion passed unanimously.</p>
<p>ALP/SAC</p> <p>Brad says funding is trending to \$62K. Filomena already talked about the U.S. Citizen recognition on October 12th. Brad reported that the committee continues to focus on initiatives with local mushroom companies.</p>
<p>BOARD POLICY</p> <p>Karen referred the Board to the new Trustee Website. Next, she advocated for the November 2nd training for new trustees.</p>
<p>DEV/COMMUNICATIONS/FALL FUNDRAISER & UNIONVILLE COMMUNITY FAIR</p> <p>Jeff had great news regarding the fall fundraiser. Veronica Chavez, Communications Associate, has raised over \$18K in sponsorships. Veronica is still accepting silent auction items. One of the silent auction items is a sailing week in Anguilla. Leon Spencer agreed to do the live auction. Jeff is projecting that our goal for this year’s event is \$50K versus last year’s \$40K.</p> <p>Other good news involves the receipt of the first installment from an Estate of \$385K. We may receive a second installment of \$50K.</p> <p>We are going to participate in another event to increase our visibility. The Library will have a booth on October 5th and October 6th at the Unionville Community Fair. We are hoping for Trustees to step up and volunteer for time slots that Saturday and Sunday.</p>
<p>CAPITAL CAMPAIGN UPDATE</p>

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Collis continued that our participation in the Community Fair will give us the opportunity to identify potential donors while also creating energy. He reminded us that campaign action points are: identify, cultivate, solicit and acknowledge.
FINANCE
Treasurer Tori reported that the Library's accounts have been reconciled and cleared with CCLS.
NBC
Brad announced that we won't reach the trigger point with the Library project until probably the fourth quarter of 2020. There are many tasks to be undertaken including working with the Architects and land development and preparation. Trustee Will Majarian is working with the Borough to smooth this process. Brad will establish a timeline. He reminded us that we had signed a contract with Lukmire. Previously we have signed a pre-construction contract with EDiS, however we might consider other companies. EDiS has pledged to help with donors for our project. Jeff added that thus far we have spent \$10K in attorney fees.
ADJOURNMENT
Vice President Jeff Yetter thanked Joe Sherwood for attending. The meeting was adjourned at 6:11 p.m. The next Board Meeting will be held on Tuesday, October 15,2019 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