

June 16, 2020 Board of Trustees

✗ Karen Ammon ✓ Barbara Bolton ✓ Gail Bowden ✗ Chris Britt ✓ Todd Bruce ✓ RuthAnn Deveney ✓ 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

17 present (20 Trustees)-Quorum achieved

Guests: Megan Walters, Mary Hutchins

Agenda items
OPENING OF MEETING/PUBLIC COMMENTS
None
PRESIDENT'S COMMENTS
None
MOTION TO APPROVE THE MAY BOARD MINUTES
Jim suggested that the minutes should note the version of the investment policy dated 5/18/2020. Motion to approve the May minutes, as amended, was made by Barbara N. Loren seconded. Motion passed.
DIRECTOR'S REPORT
(Megan) Library opened yesterday. 15 minute time slot appointments available for patrons. Has been working well. Still dealing with backlogs of books, holds, etc. ALP programs still being conducted twice per week. Books still being put out in bags: as of the beginning of June, over 300 books had been put out.
COMMITTEE REPORTS

Kennett Library
Board Meeting Minutes

Agenda items

Executive Committee (Jeff): Still meeting weekly. David will present proposed archiving system to the EC at its June 22nd meeting.

Finance (Tori): 1Q2020 report sent out a few days ago. Budget is on track (revenues v. expenses). Regarding May, operating cash is at about \$300k. Expenses were about \$55k, 82% of which are personnel-related. PPP loan helped pay for these expenses. Two more municipality contributions have been received, as well as approx. \$54k from the estate of Clayton H. Downes.

New Building (Brad): Headlines: Design Development costs on target. Detailed cost estimate delayed 6-8 weeks due to lack of some detail required to provide accurate estimate. Next cost estimate will include Owner's Costs; could be \$1M. End of Design Development now likely mid-September. Expect that we will need NPDES permit which requires a 6 month review period. Will hold an NBC meeting Friday to discuss Owner's Representative job description and qualifications.

Capital Campaign (Collis): Cabinet is very engaged and committed. Cabinet felt strongly that we should move on to construction documents as these will provide information that donors will be interested in. Staneks did not bill us over the past few months due to low activity due to COVID19. Now reengaging and actively working on the campaign. No budget impact caused by revised contract. **Motion to approve the Stanek's revised contract for services to be rendered from July 6 to December 31, 2020, which includes increasing their monthly fee from \$5,000 to \$8,000. Seconded by Michael. Motion passed.** Jeff reached out to the RACP consultants and was assured that the present award (\$1M) will be paid.

Personnel (Brenda): Alex will be leaving the Library as of July 1. Michael has arrived in PA.

ALP (David): Filomena has moved ALP to on-line, and continues to offer classes by Zoom. Will continue to offer classes through June. Hope to resume in-person classes in September, but are prepared to continue on-line if necessary. YTD fundraising \$45K+.

DevCom (Jeff): Have now surpassed the 2019 annual appeal total. PPP program has been adjusted by the US government. PPP funds will cover monies not coming in due to cancellation of fall fundraiser, and other giving short-falls. Will need to increase efforts around social media, and perhaps hire someone with requisite skills. New web site still a work in progress: 2/3 to 3/4 complete. "Legacy" project ongoing; legacy brochure under development.

Friends (Gail): Moving forward. First event at re-opening day at the Library. Will have a web page on the new web site when available. Looking into a home & garden tour, perhaps virtually or outdoor in 2021. Finalizing materials for membership campaign to be launched this summer.

ADJOURNMENT

Motion to adjourn by Collis. Seconded by Loren. Motion passed.

Respectfully submitted,
William R. Majarian, Secretary