

July 21, 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

18 present (20 Trustees)-Quorum achieved

Guests: Megan Walters, Mary Hutchins

Agenda items
OPENING OF MEETING/PUBLIC COMMENTS
None.
PRESIDENT'S COMMENTS
(Jeff): Very busy. Design Development, ALP, Finance, DevCom committees all very active right now. Weekly meetings on the new web site; 90% there. Will be sending an app for Trustees to "test drive" the new web site. Friends of the Library have been meeting every other week. Jeff commended Megan on her approach to safety at the library for staff and patrons as we reopen from the COVID shutdown.
MOTION TO APPROVE THE JUNE BOARD MINUTES
Motion to approve by Jim. Seconded by Michael. Motion passed.
DIRECTOR'S REPORT
(Megan): Everything going well. Now in second week of allowing patrons back into the building. Still no meetings in the meeting room, and no timeline for resuming use of this room for meetings. On-line programs going well. Working on a new way to present the Director's Report. Not surprisingly, physical circulation will be lower this year than last, but Overdrive is very popular right now. Curbside pickup will continue for a while longer. Alex's last day was June 30.
COMMITTEE REPORTS

**Kennett Library
Board Meeting Minutes**

Agenda items

Executive Committee (Jeff): EC meeting weekly. Authorized \$1200 for removal of the shed behind the Hall building.

Finance (Tori): Expect to be caught up by next month. \$360k in operating account. ALP received quarterly \$9k donation from United Way. East Marlborough provided an \$8k payment. Expenses about \$65k, 79% of which were personnel costs. Since June 30, received \$112k from Kennett Township. Regarding Capital Campaign received a significant contribution from the Clayton estate. Regarding PPP forgiveness, advice is to not move too quickly as not sure what the rules are yet. Revenue appears to be on track. PPP is keeping us in a favorable position. Jeff: McMullin Fund bequest is now complete.

New Building (Brad): Design Development is still on forecast. Between meetings the Board approved payment of \$9k for designing the retaining wall. Expect to complete DD in the second half of September, and will include an updated cost estimate. The building design was approved by Borough Council. Conditional Use/Tall Building Overlay relief was granted by the Borough Council, eliminating several issues that would have required variances. Parking relief via a change to the ordinance is coming to a vote by Borough Council on August 3rd. If approved, number of required variances will be significantly reduced and heard by the Zoning/Hearing Board on August 18th. RuthAnn requested a statement that could be distributed to supporters of the ordinance change. Jeff and Brad will draft a statement. Regarding the Owner's Representative, a request for candidates resulted in five candidates. A request for proposal was issued to these five on July 17, with responses due July 31. Hope to select a candidate by mid-August.

Capital Campaign (Collis and Mary): Staneks are on board and reviewing our strategy and case statement. Assuming a \$20m campaign, have \$11.4m to go. So making good progress. Legacy brochure in development and will be sent to potential donors as soon as available. Committee will consider a public presentation to potential donors to update on the new building. Newsletter is in preparation. Campaign website is almost done. Michael: PA recently announced a second round of RACP grants; need to apply by August 12.

Personnel (Brenda): no report.

ALP (David): No meeting this month. Only one class is still going via Zoom; other classes have been completed. August 13th fundraiser (Better Than Bacon) has been cancelled. Operation Warm wants to partner (along with KACS) to distribute coats; dates are TBD. Brad: last year ALP raised about \$75k; expecting less this year due to fundraising events being cancelled due to COVID.

DevCom (Mary): Taking a close look at possible on-line fundraising. Working also on social media, especially in view of Alex's departure.

Friends of the Library (Jeff for Gail): Continuing to get organized.

OTHER BUSINESS

Records Management (David): Working on what needs to be kept and how long, where stored, etc. First stage is to identify who has records and where are they now stored. Creating a census of all records that have been kept.

Jim: Will propose and amended to the bylaws regarding financial reporting. The bylaws requires 30 days advanced notice to the Board. Jim will provide an email in proper form in order to begin the 30 day notice period.

Agenda items
ADJOURNMENT
Meeting adjourned at 6:23 PM.

Respectfully submitted,
William R. Majarian, Secretary