

August 18, 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

15 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 JULY BOARD MINUTES
Moved by Jim, seconded by David. Motion passed.
DIRECTOR’S REPORT
Megan: Provided reports for the past several months. OverDrive usage highest ever. Gave away about 3000 books during the book give-away. Michael Kelly, recently hired program coordinator, has left the library. Now modifying position description and responsibility to be more of a program coordinator/ social media person. Not surprisingly, door count about 10% of what it was last year. Staff hours have been reduced as a result of not being open on several nights per week.
COMMITTEE REPORTS

Kennett Library
Board Meeting Minutes

Agenda items

Finance (Tori): As of June 30, have about \$340k in operating cash, \$1.7m in capital campaign, \$2.4m in investments. PPP loan liability is \$129k. Will continue to record it as a loan until forgiven. Regarding revenue, as on the end of June have about 60% of budgeted amount. On target with expenses, 47% of budgeted at the end of June. \$35k surplus at the close of Q2. Capital campaign brought in about \$70 in Q2, but spent \$200k; biggest expense were architectural fees to complete design development. For July, \$430k in operating cash. \$150k in income. \$86k in expenses. Capital Campaign \$1,653,000 at end of July. \$110k in expenses, mostly for architects. Investment account appreciated significantly in July. Endowment now about \$305k.

New Building (Jeff for Brad): On forecast for Design Development; transmitted to EDiS on Monday, should have their updated estimate by August 30. Decision on construction documents will probably need to be made in October. ZHB hearing on steep slopes variances tonight. Sinton transaction likely to close in the next 30 days. Owner's representative interviews will begin this week.

Capital Campaign (Collis): Slowly emerging from campaign hiatus. Staneks have identified top 20 potential donors. Hope to evaluate likelihood and magnitude of their contributions by December. Board should feed ideas of how the library will be used to Megan who will pass on to Staneks for use in a vision statement as fundraising ramps up. Latest newsletter in press; focus is on the new building. Next newsletter will focus on impact stories. Campaign website is up and running, as is the new library web site. Overall campaign commitments about \$9m. Anticipated need is about \$18m.

Personnel (Brenda): Conducted exit interview with Michael Kelly.

DevCom (Mary): Last few meetings have focused on a social media strategy. Still trying to determine whether a fundraiser can happen this year. Also working on 2021 fundraising event plans. Gail will look into an author series; Friends will work on this.

ALP (David): Filomena has been working on several projects. She continues to post lessons on the web site. Operation Warm set up. Thinking about return to classes in September by Zoom. Filomena is investigating connectivity for potential students who currently have no way to connect. Providing Zoom training for teachers. Regarding funding, several grant sources (e.g., Kennett Run) will not be available this year. Some donation and grants have been received.

OTHER BUSINESS

Jim: Any questions about email concerning update to bylaws regarding financial reporting? None. Will be discussed and voted on at next meeting.

ADJOURNMENT

Motion by Barbara B. Jim seconded. Motion passed. Meeting adjourned at 6:06 pm.

Respectfully submitted,
William R. Majarian, Secretary