

**September 15, 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

*13 present (20 Trustees)-Quorum achieved*

Guests: Megan Walters, Mary Hutchins, Noel Stanek, Bob Stanek

<b>Agenda items</b>
<b>OPENING OF MEETING/PUBLIC COMMENTS</b>
None.
<b>PRESIDENT’S COMMENTS</b>
Jeff: RACP grants managed for us by Delta Development Group. Must now renew the relationship. Jeff moves <b>that the Kennett Library engages the Delta Development Group to continue providing consulting services to manage our RACP I grant and to assist the Library in securing a RACP II grant in 2020 and a Library Keystone Grant in 2021. The \$15,000 contract will run from January 1st through October 30th, 2021.</b> Seconded by Margaret. Motion passed unanimously.
<b>MOTION TO APPROVE THE AUGUST BOARD MINUTES</b>
Motion to approve by Margaret, seconded by David. Motion passed unanimously.
<b>DIRECTOR’S REPORT</b>
Megan: After program coordinator left, new role was created that also included social media. 74 applications were received, now narrowed down to eight potential candidates. Interviews being arranged.  In-service day to review new building design held today. Went very well.  Although door count down, library is very busy. “Normal” operations returned surprisingly fast.
<b>COMMITTEE REPORTS</b>

**Agenda items**

**Capital Campaign (Collis):** Introduced Bob and Noel Stanek, Capital Campaign consultants. Private philanthropy goal is \$15m, 74% of the total. Balance is from Public Sector monies (\$3m, 15%) and Library funds (sale of existing library, current investments: \$2.215m, 11%). Current status: approx \$3.4m Private Philanthropy already pledged, so \$11.6m to go. This is excellent progress so far. Focus needs to be on large gifts; without these, campaign is unlikely to succeed. Therefore need to expand pool of “prospects” that could possibly provide major gifts. Focus of the “case” supporting the new library needs to be not on the building per se, but the new resources, programs, etc. that it will facilitate and enable in support of the surrounding communities. Entering into a new phase of fundraising: relationship-based fundraising where board members will have a large role to play. Recognition (“naming”) opportunities are important to the success of the campaign. Staneks recommend creating an “1895 Society” based on lifelong giving. Also, Proper Naming opportunities are recommended. These will be contractual relationships with the donors, and require board approval. Next step is to finalize the case statement; expect to have it done in the next two weeks. Board members are invited to contact the Staneks with any questions.

**New Building (Brad):** Design Development should be complete in the next month. Still on budget. Expecting the building to be open in late December of 2022. Zoning and land development has so far been successful. Last step is the formal land development plan: expect to submit the preliminary plan to the Planning Commission in early October.

Recruitment process has been ongoing for Owner’s Representative. The team recommends that the library hire CBRE/HEERY as the Owner’s Representative. Accordingly, Brad made the following motion: **to approve the recommendation of CBRE/HEERY to fill the Owner’s Representative position in the New Library project consistent with the services summarized in their attached proposal of July 31st. The billable hours for our project has been quoted at 1,433 hours at a fee of \$193,455. Factoring in other expenses and a 10% contingency, the Library Board is asked to approve \$214,800 compensation for this OR position.** Will seconded the motion. CBRE/HEERY has worked with EDiS before. The motion passed unanimously. The board recognized and whole heartedly thanked Daria DeSabatino for the great work that she has done up until now in a quasi-owner’s rep role.

**Finance (Tori):** For August, received about \$20k. Expenses were about \$75k. Have \$385k in operating cash, and \$2.2m in operating reserve. Investments doing well. \$1.6m in bank for Capital Campaign. Pennsbury Twp. made their Capital Campaign contribution. On Sept 1 we received \$121k from Kennett Twp for their Capital Campaign contribution. Expenses are currently about \$51k under budget. Have 92% of our budget in, so doing well against expenses.

**Personnel (Brenda):** Impressed with the 74 applications for programming/social media position.

**Policy (Brenda):** Jim is seeking a change to the bylaws and would like to make the following motion: **to change Article VI, Section F, subsection (2) of the By-Laws as follows: (2) Provide an accounting for all of the funds of the Library at the regular (quarterly reports) and annual meetings.** Seconded by Collis. After a brief discussion about possible amendments to the motion, Margaret moved that we table this motion until next meeting that Jim can attend. Chris B seconded it. Motion to table passed unanimously.

**ALP (David):** Fall classes scheduled to begin and last for 9 weeks. All will be in the evening. New class on citizenship will be offered. Content continues to be added to the ALP web site.

**DevCom (Mary):** Meeting last week speaking about 2021 fall fundraiser. Trying to reserve October 21, 2021 at the Stone Barn. May do some on-line fund raising for a few weeks next month. Other fundraising ideas are being considered.



Kennett Library  
**Board Meeting Minutes**

<b>Agenda items</b>
Friends of the Kennett Library (Gail): Considering a virtual drone tour. Gail also requested identification of gardens that could be part of the tour. Friends are doing a staff appreciation day once a month. EC will be discussing idea of birthday book club.
<b>ADJOURNMENT</b>
Motion to adjourn by Brenda. Seconded by Margaret. Motion passed and the meeting adjourned at 6:40 PM.

Respectfully submitted,  
William R. Majarian, Secretary