

**Kennett Library
Board Meeting Minutes**

October 20, 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

19 present (20 Trustees)-Quorum achieved

Guests: Megan Walters, Mary Hutchins

Agenda items
OPENING OF MEETING/PUBLIC COMMENTS
No public comments
PRESIDENT'S COMMENTS
Significant progress being made on the new building.
MOTION TO APPROVE THE SEPTEMBER BOARD MINUTES
Tom moved to approve the September. Barbara N seconded. Motion passed.
DIRECTOR'S REPORT
<p>Seventy four persons applied for the programming/social media position. New hire is in place. Millie has left the library, but her role was filled by Jen Blog. Also hiring two part time people to replace some part time folks who have left. Circulation is up over same time last year primarily due to Overdrive numbers.</p> <p>Waiver of Standards Resolution: each year we must guarantee how many hours we are open to the public. Due to COVID, we (and other libraries) are unlikely to meet the standard. CCLS recommended the Board pass this resolution. Jeff read the resolution and moved that the Board accept it; Jim seconded the motion. During discussion, it was observed that we are a board of trustees, not directors. Hence, a motion to amend the resolution to change directors to trustees was made by Michael and seconded by Jim. The amended resolution is:</p> <p style="text-align: center;">Board Resolution for the Waiver of Standards</p> <p>WHEREAS, PA Public Library Code 24 Pa.C.S. § 9332(a) authorizes the Sate Librarian to waive standards for local libraries, library systems, and district centers upon application by the board of directors of the local library,</p> <p>And WHEREAS, the 2020-2021 Public Library Subsidy falls below the 2002-2003 funding level of \$75,289,000,</p> <p>BE IT RESOLVED that the Board of Trustees of the Kennett Library requests a waiver of standards for the reporting year 2020 at a duly-noticed meeting of the Board held on October 20, 2020.</p> <p>The motion to amend the resolution passed unanimously. The motion to accept the amended resolution passed unanimously.</p>

**Kennett Library
Board Meeting Minutes**

Agenda items

COMMITTEE REPORTS

Finance (Tori): Tori presented and discussed the 3Q financial statement. The financials as presented in the CCLS quarterly financial report serve as an audit, so our audit obligation has been satisfied for this year. Operating account includes about \$130k that will be moved to the Capital Campaign. We are also carrying the PPP loan as a liability until it is forgiven (or paid back). Monies from several townships are expected to come in by the end of the year. At year end we may come in a little under budget due to fundraisers (e.g., annual fundraiser: \$64k income was budgeted) not happening due to COVID.

The following motion was tabled at the September Board meeting:

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.

Brenda moved to take the motion off the table. Seconded by Collis. The motion passed and the motion was taken off the table. Jim then explained his reasons for the motion.

Jim made a motion to amend his previous motion, reflected by the following:

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 and annual meetings, including written quarterly and annual reports submitted to the Board. Collis seconded the motion. The motion passed unanimously.

New Building (Brad): We are finishing up design/development. Next step will be the preparation of Construction documents, a process that will take five months. Near final cost estimate for entire project is \$17.5m (w/o prevailing wage; \$20.2m w/prevailing wage), up from a previous (Feb 2019) cost estimate of \$14.9m. Brad reviewed the reasons for the cost increase. Brad made the following motion: **To approve transition of New Library Project from Design Development to Construction Documents. Construction Documents phase is planned for completion by April 2021 and will require a cost budget of \$483k.** Seconded by Jim. Collis commented that the Capital Campaign has been planning for a \$20m total campaign, which includes a \$2m sustaining fund, so the total building costs are in line with campaign expectations. Construction cost estimate includes a 10% contingency line item. The motion passed unanimously.

Capital Campaign (Collis): Stanek’s Case for Support was sent to the Board. Staneks, through interviews, have found that there is strong support for the library in the community. Conceptually we should now consider the library as a library and resource center; there is strong support for this concept in the community, and is likely what donors would expect. The Board supports this change. No formal vote on changing the name to add “and resource center” will be taken now; a vote of the board will eventually be required for official naming of the new library. Capital Campaign has now been fully restarted. “Public” campaign will likely not begin until next July. David mentioned that Longwood has hired a development director and offered to arrange a meeting with Collis; Collis accepted.

Personnel (Brenda): Currently working on personnel policies that are needed. A draft will be presented some time in the future.

ALP (David): Classes started on-line in late September: 4 ESL classes and one American Citizenship Preparation class, team taught by two teachers, with a total enrollment of 117. A supporting web site has been created by Filomena. Newsletters are also being sent to students.

Agenda items
COMMITTEE REPORTS
<p>DevCom (Mary): Subcommittee working on a 2021 fund raising event. Expect to hold it outdoors in the Borough. Will also do an on-line fundraising appeal.</p> <p>Friends of Kennett Library (Gail): Continuing membership campaign. Encourage all trustees to join. Barbara B suggested promoting Friends on the Kennett Community Facebook page.</p>
ADJOURNMENT
Motion to adjourn by Barbara B, seconded by Margaret. Motion passed and meeting adjourned at 6:34 PM

Respectfully submitted,
William R. Majarian, Secretary