

November 17, 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

14 present (20 Trustees)-Quorum achieved

Guests: Megan Walters, Mary Hutchins

Agenda items
OPENING OF MEETING/PUBLIC COMMENTS
Wishing Jeff well with his surgery.
PRESIDENT'S COMMENTS
None.
MOTION TO APPROVE THE OCTOBER BOARD MINUTES
Made by Michael. Seconded by Margaret. Motion passed.
DIRECTOR'S REPORT
Megan: New hire in programming/social media (John Catlett) started last month. Has been great. Circulation this September actually higher this year than last year. Circulation not bad considering the environment. Door count still low. As of yesterday, CCLS states that libraries staying open is a local issue (not State). No plan to close from Chester County Commissioners.
COMMITTEE REPORTS

Kennett Library
Board Meeting Minutes

Agenda items

Executive Committee: Will moved to accept the amended and corrected bylaws. Seconded by Collis. Motion passed. Two motions were made by email:

- 1) Motion by Brad to approve expenditure of \$7,600 to Verizon for the relocation of an existing utility pole as specified by Register Associates in our approved Zoning Plan. Seconded by Will.
- 2) Motion by Tori that the Kennett Library Board of Trustees approve the 2019 Federal 990 tax return for filing. Seconded by Will

Both motions were approved by a majority of the Trustees.

Finance (Tori): Now have enough cash to cover expenses through the end of the year. Will likely end the year with a small budget surplus. Currently at 81% of budgeted income for the year. Revenues will finish slightly under budget for the year. Currently have spent about 76% of budgeted expenses. Currently a \$45k surplus, so should end the year ahead. Capital Campaign fund is about \$1.6m.

New Building (Brad): Encourage Board members to read the updated case statement. Timeline unchanged from last month. Have moved from Design/Development to Construction Documents. Value engineering effort has reduced overall construction costs by about \$1.4m from initial cost estimate provided during Design/Development phase. Most savings have come from better choices of fixtures, materials, etc. Two significant changes are 1) going from two to one elevator, and 2) lowering the rear stair tower by one story and removing some windows. Brad is willing to conduct a Zoom meeting for interested Board members to describe the changes that have been made.

Capital Campaign (Collis): Updated projection of campaign funding done for County Commissioners two weeks ago. Board construction authorization will come mid next year. Currently approaching the major donor community. Campaign cabinet met last week. Reformatted case statement will be sent to Board members. Intent is to have a better indication by January as to the views of top 10 donors, with commitments hopefully by March. Added Barbara Forney to the campaign cabinet last week. Two focus groups were held recently: Latino community (very positive about the library), and business owners (also positive).

Personnel (Brenda): Working on the employee manual: salary ranges, retirement plan, diversity statement. Also working on public policies. Need to repopulate the Policy Committee and have asked two trustees to join. Waiting for their response.

ALP: Update provided by David via Brad. Zoom classes are continuing; will take time off around Thanksgiving and Christmas, but expect to continue through spring.

DevCom (Mary): No meeting this month. Subcommittee investigating options for 2021 fall fundraiser. Social media reach is growing.

Friends (Gail): Continuing membership drive, and search for gardens for June tour.

OTHER BUSINESS

Todd: CCLS has identified that there may be some reimbursements available for COVID expenditures only. However, this CARES money likely not worth pursuing unless there is something very tangible that is needed.

ADJOURNMENT

Motion to adjourn by Jim. Seconded by Barbara N. Meeting adjourned at 5:56 PM.



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Respectfully submitted,
William R. Majarian, Secretary