



**Kennett Library  
Board Meeting Minutes**

**February 16, 2021 Board of Trustees**

✓ Barbara Bolton ✓ Gail Bowden ✓ Chris Britt ✓ Todd Bruce ✓ RuthAnn Deveney ✓ Margaret Egli ✓ Jim DiLuzio ✓ Barbara Forney ✓ 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

<b>Agenda items</b>
<b>OPENING OF MEETING/PUBLIC COMMENTS</b>
Jeff opened the meeting at 5:02 pm.
<b>PRESIDENT’S COMMENTS</b>
Jeff introduced Barbara Forney, the newest trustee, appointed by Newlin Township to replace Karen Ammon. Annual report is at the printers; Jeff will be sending copies to the Trustees.
<b>MOTION TO APPROVE THE JANUARY BOARD MINUTES</b>
Motion to approve the January minutes by Barbara N, seconded by Brad. Motion passed unanimously.
<b>DIRECTOR’S REPORT</b>
Very pleased with how stats are looking. Higher in total circulation than this time last year. At CCLS meeting, Joe Sherwood (CCLS Executive Director) mentioned that the Kennett Library was the only CCLS library with positive circulation numbers over last year. Programming numbers are also very good.  Megan and Brenda conducted interviews for the development/cataloging position. Offer made and accepted; person to start soon. Jeff thanked Megan for doing a great job filling in during the interim.
<b>COMMITTEE REPORTS</b>

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**Agenda items**

**Finance (Tori):** Tori reviewed the YE financial report. Donations in 2020 were actually higher than budgeted, although grant income was lower. PPP loan has been moved to income; this was advised by CCLS and their auditor. Regarding expenses, essentially on budget. Finished the year with a surplus of \$120k due to the PPP loan being classed as income. Without the PPP monies, would have been a modest loss of \$7k. Regarding the Capital Campaign, almost \$1m in donations came in. Spend was about \$700k. Jeff asked that Tori break out the individual township contributions to the Capital Campaign. Investments gained \$337k in 2020. Regarding 2021, General Fund income so far is \$108k and expenses were \$81k. For the Capital Campaign in 2021: \$32k in, \$37k expenses. Tori gathering information to apply for PPP loan forgiveness.

**New Building (Brad):** Matt Eskridge (Owner’s Rep from CBRE/Henry) coming more on line; trustees can expect to see more reports from Matt. Expect to decide on commissioning agent over the next month. Overall project cost has increased by \$500k (to \$18m) since last reported due to increases in cost for AV/IT systems and addition of an Owner’s Contingency (which makes up most of the increase). Regarding time line, site work construction expected to begin near the end of July, with main building construction expected to begin near the end of October.

**Capital Campaign (Collis & Mary):** Philanthropy Delaware presentation went well. Feedback received this morning: like others, they continue to challenge us to better define and articulate positive outcomes that will flow from the new library. Next three months are critical to fund raising. Expect to begin publicly visible activity (Hall and Green building demolition) end of March/early April. Foundations likely to make funding decisions in May/June, in time for critical go/no-go Board decision, likely to occur in June. Jim made the following motion: **that the proceeds from the sale of the Ways Lane property and the existing library building and property be added to the Capital Campaign Fund to build the new library.** Seconded by Barbara N. Motion passed unanimously.

**Personnel (Brenda):** No report.

**ALP:** (David emailed his report to the Trustees) Megan mentioned that a new GED class would be starting the beginning of March. Two more students have obtained their US citizenship.

**DevCom (Mary):** No report.

**Friends (Gail):** “Soft” membership campaign continuing. Also continuing to provide a fun event for library staff each month.

**OTHER BUSINESS**

Jim asked that we remember Bill McLaughlin and other former members who have passed away or otherwise moved on.

**ADJOURNMENT**

Motion to adjourn by Margaret, seconded by Michael. Adjourned at 6:02.

Respectfully submitted,  
William R. Majarian, Secretary