

**Kennett Library
Board Meeting Minutes**

May 18, 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

17 present (20 Trustees)-Quorum achieved

Guests: Megan Walters, Mary Hutchins, Joe Sherwood

Agenda items
OPENING OF MEETING/PUBLIC COMMENTS
There were no public comments.
PRESIDENT'S COMMENTS
Jeff reported on the annual appeal: \$125,945 v \$120,000 all of last year. Past month has been very busy: capital campaign, building committee.
COMMENTS FROM JOE SHERWOOD, EXECUTIVE DIRECTOR CCLS
Meeting with local legislators across the county about the need to be flexible and adaptable regarding COVID practices. Must write to the commissioners regarding masking policy for libraries. Also on how to handle June 1 all-state policies. Right now locally decided, so not uniform across all libraries. Programming through August will remain all virtual. Meeting rooms probably not open for public use until July 1. Meetings with legislators: regarding PA budget, funds coming in through Feds pushed out through PA Rescue Plan. Not foreseeing a budget battle this year. So relatively positive news for PA library funding. Technology committee looking at door counters and what technologies ought to be employed going forward. Still looking for an Exton director and CCLS finance manager.
MOTION TO APPROVE THE APRIL BOARD MINUTES
Barbara F moved to approve, Barbara N seconded. Motion passed.
DIRECTOR'S REPORT
We are now a Silver Star PA Forward Library, after having achieved Bronze just a few weeks ago. Door count increased by 2000 from March to April. Circulation going very well: 10k more than last year (Overdrive and physical circulation). We are able to continue to do curbside delivery. Regarding masking, currently staff are continuing to wear masks. Regarding patrons, we are not requiring masks. Going forward, Megan recommends following the governor's mandate. Most programs are currently outside, and adult programs are virtual. Staff expecting a slow roll out of staff not wearing masks. Staff are comfortable about not requiring patrons to wear masks. It was suggested that we continue to require staff to wear masks and encourage patrons to wear masks. It was also suggested that we follow the governor's guidance, and to erect partitions between staff and patrons for the safety of staff. Joe Sherwood reminded the Board that under the CDC and governor's guidance, businesses can require tighter restrictions. Provide a sign near the library entrance asking non-fully vaccinated patrons to wear a mask. Megan will circulate a proposed sign.
COMMITTEE REPORTS

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Finance (Tori): PPP loan was forgiven. As of end of April, \$362k operating cash, \$2.615m in reserve. \$365k in McMullin fund. April revenue was \$69k, on track for the year. Expenses for April were \$69.6k. Expenses are slightly under budget for the year. \$2.3m in actual cash in Capital Campaign account.

New Building (Brad): Buildings on 120 and 124 S Willow have been demolished. Many thanks to the Pearsons for generously donating this activity to the library. Within the next week or two, we expect to call a special session to discuss most recent cost estimates. We are still pursuing bids for neighboring properties' sewer connections; hoping to begin excavation by mid-June. Land development plan contingencies required by the Planning Commission are being pursued; expecting Borough Council approval at June 7 meeting. Initial construction cost estimate reflected a \$2m increase over the previous estimate. Currently performing value engineering to reduce costs; recommendations from builder expected on May 19. In order to keep to timeline, will call special board meeting to discuss and decide whether to proceed based on updated cost estimate. Two additional significant Board decisions will be required in July and September. Tri-M will be donating the security system for the new library (\$120k value).

Capital Campaign (Mary): Cash and pledges to date: \$10.6m; with verbal pledges included \$10.9m. Last month was very busy for the Campaign Cabinet chairs, so expecting responses from potential donors over next 6-8 weeks. Meeting with Longwood Foundation on Friday. Goal is to have 75% (\$13.5m) raised by the time the Board needs to make critical decision. Groundbreaking scheduled for August 12 at 9 AM. Joe Sherwood suggested that we speak to the state of PA regarding our timeline before applying for Keystone Grant to ensure we can meet their requirements.

Personel (Brenda): No report. Arts Policy committee formed and beginning to work on its remit.

ALP (David): Currently 88 active tutors. Filomena attended SCON meeting recently. She also attended a meeting to discuss a digital literacy initiative for the Kennett area. Citizenship and ESL classes continue. \$35.8k awarded from United Way of Southern Chester County. Several other donations came in.

DevCom (Mary): nothing to report

Friends of the Library (Gail): Sponsoring a Shop & Dine fundraising event, with proceeds expected to support ALP and children's programs. Packets containing 20 tickets have been mailed to trustees. Launched on this past Saturday. Raffle winners to be drawn one per day from July 1 to July 31.

OTHER BUSINESS

None

ADJOURNMENT

Motion by Michael, seconded by Margaret. Adjourned at 6:22 PM.

Respectfully submitted,
William R. Majarian, Secretary