

**Kennett Library**  
**Board Meeting Minutes**

**August 17, 2021 Board of Trustees**

✓ Barbara Bolton ✓ Gail Bowden ✓ Chris Britt ✓ Todd Bruce ✓ RuthAnn Deveney ✓ Margaret Egli ✓ Jim DiLuzio ✗ Barbara Forney ✓ Victoria Gilrane ✓ Michael Guttman ✓ 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

<b>Agenda items</b>
<b>OPENING OF MEETING/PUBLIC COMMENTS</b>
There were no public comments. Brad shared that Jeff is being honored by the Southern Chester County Chamber of Commerce as Citizen of the Year.
<b>PRESIDENT'S COMMENTS</b>
Building and Capital Campaign committees are very busy. Farewell picnic for Megan is next Tuesday at 5:30. Debbie Kellar will be handling circulation and payroll; her salary will be increased by 10% until a new director begins. Jeff will be handling finances. Amanda's recent article in the newsletter was very well received by the public.
<b>MOTION TO APPROVE THE JULY BOARD MINUTES</b>
Motion to approve by David, seconded by Brenda. Motion passed and the minutes approved.
<b>DIRECTOR'S REPORT</b>
Megan expressed her appreciation for her time at the Kennett Library. Circulation is higher already than it was for all of 2020. Door count continues to increase. We may finish the year even better than 2019. Adult programming likely to remain virtual for some time. Working with Jeff on transition, including finances. Other duties are being distributed amongst the staff.
<b>COMMITTEE REPORTS</b>

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**Agenda items**

**Finance (Tori):** \$540k in operating cash. Reserve account is at \$2.7m. Endowment \$375k. \$185k in operating revenue received in July, bulk from Kennett Twp. Expenses for July were \$90k. \$3.5m in Capital Campaign account. \$121k received from Kennett Twp for the Capital Campaign. \$105k received from East Marlborough for Capital Campaign. New Garden Twp also provided their first installment to the Capital Campaign. Tori meeting with a company to facilitate obtaining employee retention payments; still a work in progress.

**New Building (Brad):** Cost budget is \$20.5m. Largest segment is construction (\$15.4m). Brad discussed other elements of the total budget. Actual site work expected to begin at the end of September or early October. Site work pre-bid meeting occurred today for 13 potential site contractors. Expecting contractor selection and site work Guaranteed Maximum Price (GMP) in mid-September. Board review and decision will be needed soon after, hopefully at next Board meeting on September 21. Building bid package expected to go out in mid-September. Expecting building GMP by November 1. Board review and decision will be needed soon after, likely by special meeting the first week in November. Due to a recent ruling, we may be able to access RACP funds as we will be allowed to treat site work and vertical building construction as separate projects.

**Capital Campaign (Collis & Mary):** Major fundraising event (dinner) will occur at Longwood Gardens on October 12. Initial response to invitations have been positive. Wine tasting for potential donors will be arranged. Working with Mayor Fetick on a fund raising concert. Major donor list is expanding. Community Giving Campaign (public portion of the capital campaign) in planning stages; expected to begin mid- to late September. Goal for the Community Giving Campaign is \$2m. Goal for Melton Terrace fundraising is \$1m.

**Personnel (Brenda):** Have received 16 applications for Director role. Deadline for submission is this Friday. Search committee will meet tomorrow; Chris Britt will join as a consultant to the group.

**ALP (David):** Philomena and Lupe attended another Digital Literacy meeting, continuing to explore possibilities. Fall classes will be completely on line. Planning on 5 evening classes: 4 levels of ESL and one citizenship class. There will also be 4 day classes.

**DevCom (Mary):** Nothing to report.

**Friends of the Library (Gail):** \$20k+ made on the Shop 'n Dine. Will likely repeat the Shop 'n Dine event in 2022. Will probably not do a home and garden tour in 2022.

**OTHER BUSINESS**

None.

**ADJOURNMENT**

Motion to adjourn made by Will, seconded by Barbara B. Motion passed and the meeting adjourned at 6:22 PM.

Respectfully submitted,  
William R. Majarian, Secretary