

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

**October 19, 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

*15 present (19 Trustees)-Quorum achieved*

Guests: Chris Manna, Filomena Elliot, Mary Hutchins, and Amanda Murphy

<b>Agenda items</b>
<b>OPENING OF MEETING/PUBLIC COMMENTS</b>
President Jeff Yetter opened the meeting at 5:00. Mary Hutchins extended a warm welcome to Chris Manna.
<b>PRESIDENT’S COMMENTS</b>
Jeff recognized and welcomed newly hired Executive Director Chris Manna.
<b>MOTION TO APPROVE THE SEPTEMBER BOARD MINUTES</b>
Jeff Yetter asked for a motion to approve the September 2021 minutes, which was made by David Sleasman, seconded by Chris Britt, and unanimously approved.
<b>DIRECTOR’S REPORT</b>
Jeff Yetter serving as interim director presented the Director’s report. He was happy to report that all bills are paid up to date and deposits have been made. Circulation is up 51%. Additionally, cardholders increased by a count of 36. Amanda Murphy is doing an amazing job with programs. He also recognized Debbie Kellar for running the Library efficiently since Megan left. Filomena informed us that ALP is running eight ESL classes plus a GED class. The coats for Operation Warm have already arrived and will be distributed in November.
<b>MOTION TO APPROVE PLAN FOR STATE FUNDING</b>
Prior to the mailing Jeff had emailed Trustees the completed Application & Plan for the Use of State Aid. He explained that in order to receive state appropriated funds the Executive Director must file this form for the 2021-2022 budget appropriation. The amount of state aid is \$112,922, which \$99,372 will be for salaries and \$13,550 for collections. He asked for a motion to approve. Barbara Necarsulmer made a motion which was seconded by David Sleasman, and passed unanimously.
<b>MOTION TO APPROVE NEW BOARD MEMBER</b>

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<b>Agenda items</b>
<p>Jeff asked for a motion to approve Leah Reynolds as a Member at Large. Her resume had previously been emailed to all Trustees. Jeff explained that Leah would replace Chris Larsen, a Pocopson appointee. Pocopson Township chose not to furnish a new board member. Jeff lauded Leah for having many great ideas. Brad made the motion to approve Leah Reynolds as a Member at Large. The motion was seconded by Barbara Necarsulmer and passed by unanimous consent.</p>
<b>Finance</b>
<p>Tori reported that the Capital Campaign has more than \$4 million and when the Hall property is rolled in \$4.1 million. Revenue is right on track. Professional fees are at 99% due to audit expenses. Plumbing issues and cleaning expenses are up also. Jeff explained that Travel and Entertainment is up due to a one-time expense for the executive search process. Tori informed us that we received a \$250K capital campaign contribution from Longwood Gardens. Investments declined in September. Jim DiLuzio asked about investment fees for Schwab. Jeff answered that we do pay fees to our investment advisor, Cypress Capital.</p>
<b>NBC</b>
<p>Brad provided a detailed project schedule/timetable. All the activities lead to obtaining a Guaranteed Maximum Price (GMP). He explained that there are three stages in the bidding process. Those results should be in hand by November. He projected that the finish for construction should be Winter 2023. Offsite work is proceeding. There are three types of bids: site bids, steel &amp; concrete, and building. He hopes to have those by next month prior to the November Board meeting. In addition, we need building permits. Brad mentioned that we might see fencing going up and tree removal. Collis commented that this would be wonderful. People returning to Kennett for the holidays would see positive momentum. Brad also elaborated on the GMP process, previously it was a 3-stage process and now just one. So just one review and one decision meeting. In a 3-part process, we would lose leverage. From a fiduciary standpoint this is much cleaner. Next Brad directed us to the budget outlook which is \$20,385,715. That figure might be inflationary – steel might be overstated. He reminded us that there is a contingency built in of \$1.7 million. Municipal approvals are in place. Finally, the NBC and design team continue to work hard to meet the timelines. At the end of Brad's report, Chris was excited to report that his home in Oklahoma had sold. He is thrilled to be on board. He emphasized that obtaining the GMP is so important. He is looking forward to making elevator speeches and motivating prospective donors.</p>
<b>CAPITAL CAMPAIGN</b>

**Agenda items**

Collis Townsend started by referencing the October 19<sup>th</sup> Campaign Update previously emailed. The campaign is at 66% of goal. It is important to see changes now that the holidays are approaching and with our new Director's arrival. He stressed that we need to thank our donors and ask them to approach their community of friends. His message is "We will get there". The Longwood dinner did not happen, however Matt Fetick is working on a benefit concert and searching for a credit card company sponsor. Another planned donor event is a wine tasting, which he wants to do this year. He encouraged Trustees to host private dinners and socials to bring in your friends. He repeated that friends are key to fundraising, which will bring more into the donor community. He ended by commenting that Chris Manna will bring a new set of skills to our efforts. Township representatives need to bring Chris to their respective Township meetings.

**PERSONNEL**

Brenda commented that the Executive Search Committees work is done. Next task is establishing an onboarding process for our new Executive Director, Chris Manna. Mary Hutchins sent Brenda an onboarding document to assist. His first municipal meeting will be with the Kennett Borough on December 6<sup>th</sup>. Chris Britt complimented Brenda on handling the executive search process so skillfully.

**ALP**

David asked Filomena to present a discussion regarding "Exploring a Tuition Model for Out of Area Students. A question regarding what is ALP's service area in this Zoom era had raised this issue. Filomena gave pros and cons. If we would expand our service area outside Chester County, this would involve the expense of adding more teachers. Class size is very important with 25 students being the optimum. How would we prioritize enrollment to in service versus out of service? How would this expansion affect our being the recipient of United Way of Southern Chester County funds? Jeff clarified that we can accept outside of area attendees without jeopardizing our UW funds, however there may be tax implications as a 501 3C if we charge for services. Filomena also commented that there might be a risk of negative perceptions if the service is free to some and not to some who very well need the service the most. The question arose about obtaining corporate sponsors. Loren Pearson asked if other Libraries could pay for their patrons. Brad thanked Filomena and David for this discussion, but stressed that we need to be thoughtful how we proceed. Filomena added that the immigrant population continues to increase. Jeff reminded the group that next month is budget month. If we need to add any ALP teachers, we need to plan accordingly.

**DEVCOM**

Mary had no report, however she commented that the prior conversation proves we need a fundraising arm to support programs.

**FRIENDS OF THE KENNETT LIBRARY**



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<b>Agenda items</b>
Gail reported that the Friends are looking ahead, seeking to grow membership, and will duplicate the successful Shop & Dine fundraiser for 2022.
<b>ADJOURNMENT</b>
The meeting was adjourned at 6:29 p.m.

Respectfully submitted,  
Margaret Egli for  
William R. Majarian, Secretary