

February 15, 2022 Board of Trustees

✓ Barbara Bolton ✓ Gail Bowden ✓ Chris Britt ✓ Todd Bruce ✗ RuthAnn Deveney ✓ Margaret Egli ✓ Barbara Forney ✓ Dan Gannon ✗ Victoria Gilrane ✓ Michael Guttman ✓ Will Majarian ✗ Brenda Mercomes ✓ Barbara Necarsulmer ✓ Loren Pearson ✓ Brad Peiper ✓ Leah Reynolds ✓ Lee Sausen ✓ Thomas Swett ✓ Collis Townsend ✓ Jeff Yetter

18 present (20 Trustees)-Quorum achieved

Guests: Chris Manna, Amanda Murphy, Mary Hutchins, Joe Sherwood, Jim Diluzio

Agenda items
OPENING OF MEETING/PUBLIC COMMENTS
Amanda thanked Leah for the recent letter in support of the library.
JOE SHERWOOD’S COMMENTS
Governor has proposed \$1m extra for library subsidy and \$250k for the state library. At Governor’s advisory council meeting, it became apparent that this \$1m would not have a significant impact on CCLS. PA Library Association plans to ask for a greater amount than state has allotted. Board members are encouraged to reach out to local legislators in support. Piloting some local advocacy programs. Website updated. Auditors currently examining finances.
PRESIDENT’S COMMENTS
None
MOTION TO APPROVE THE REORGANIZATION AND REGULAR JANUARY BOARD MINUTES
Motion to approve Reorganization meeting and January BOT minutes by Michael. Seconded by Leah. The motion passed.
DIRECTOR’S REPORT

Kennett Library
Board Meeting Minutes

Agenda items

A one half day Board retreat is proposed, perhaps in early June. The Board was supportive. Chris will survey for possible dates.

Chris would like as a standing agenda item a Customer Service Story of the Month. The Board was supportive, and suggested adding this to the Library's Facebook page.

Additional staff positions were proposed. The library needs someone to help keep the financial books, and Paul Sapko, recently retired, is willing to take this on as a part time role. **Barbara Bolton moves that we add an additional part time role as business manager, seconded by Brad.** This would be for 10 hours a week at \$13/hr. The motion passed unanimously.

Amanda successfully found a sponsor for Novel Tea, selling a total of 39 tickets, more than any other library in the system.

Amanda discussed a survey tool for upcoming patron services and programs. The survey will use Survey Monkey to create and conduct the survey. There will be a Spanish language version. Paper versions will also be available. The survey will be sent following every library program, and a "general" library survey will also be taken. Joe Sherwood: strategic plan for CCLS calls for a survey, too. CCLS will be reaching out to Amanda to discuss.

COMMITTEE REPORTS

**Kennett Library
Board Meeting Minutes**

Agenda items

Executive (Jeff): Spending lots of time together due to the new building.

Finance (Jeff for Tori): Financials will come out after the meeting; software would not allow more than one user at a time.

New Building (Brad): Work on the site is proceeding. Time table has not significantly changed since last reported. Substantial (construction) completion still scheduled for March 15, 2023. Site work is ahead of schedule: concrete work will begin this week. Structural steel work will begin in mid-April. Total project budget is unchanged at \$21.7m. Have spent about \$200k against \$600k owner’s contingency. Currently expect to be able to utilize almost \$2.5m of the \$2.9m granted under RACP. We will also be applying for an LSA grant from the state. Brad moved that the Board **approve 8-month, \$2500 retainer plus a 1.5% deferred fee with Delta Development Group, Inc. to apply for LSA grant with strong expectations to be awarded in \$250K-\$500K range.** Seconded by Barbara N. This would be a minimum \$20k expenditure (which will come from the owner’s contingency), with an addition 1.5% on any awarded amount. Unlike RACP, no matching funds or prevailing wage rates are required under the LSA grant. The motion passed unanimously. First floor redesign going forward resulting in 1400 sq ft of additional space for patrons, including the addition of an audio/video recording studio.

Capital Campaign (Collis & Mary): In general, pursuing a “mid-course correction”. Currently about 2/3 of the way to the campaign goal. Will begin more 1:1 solicitations of potential major donors. Currently at \$13.9m in “hard” donations and pledges. This does not yet include RACP monies. Private philanthropy about half way to goal. Campaign cabinet remains positive. Longwood dinner postponed until September. Longwood concert now delayed until June, and will now be outdoors. Expect more discussion at the next BOT meeting. Wine tasting timing is flexible. Family farm event is also in the works. Topping out ceremony is being planned for June. Also working on gathering former board members. At Amanda’s urging, library book groups all got together to make a donation.

Personnel (Brenda): No report.

DevCom (Jeff): Kennett Arts Festival committee has been meeting. Logo designed. Planning for 125 artists. This will be the Library’s major fundraiser for this year.

Friends of the Library (Gail): Recruiting sponsors for this years Shop ’n Dine.

OTHER BUSINESS



Kennett Library
Board Meeting Minutes

Agenda items

ADJOURNMENT

Motion to adjourn by Michael. Seconded by Todd. The motion passed and the meeting adjourned at 6:19 PM.

Respectfully submitted,
William R. Majarian, Secretary