

**KENNETT LIBRARY  
BOARD MEETING MINUTES**

**JUNE 21, 2022 Board of Trustees**

**Attendees:** Barbara Bolton, Gail Bowden, Ruthann Deveney, Margaret Egli, Barbara Forney, Michael Guttman, Brenda Mercomes, Barbara Necarsulmer, Loren Pearson, Brad Peiper, Lee Sausen, Collis Townsend, and Jeff Yetter.

**13 Trustees present (18 Trustees) – Quorum achieved**

**Guests:** Chris Manna and Mary Hutchins

**OPENING OF MEETING –** Jeff opened the meeting at 5:05 p.m. Jeff asked for public comments, however there were none. He next asked for a motion to approve the May Board of Trustee minutes. Barbara Bolton so moved and this motion was seconded by Michael Guttman and passed unanimously. Jeff asked Chris give his Director’s report.

**LIBRARY DIRECTOR REPORT –** Chris began by updating the Trustees on the recent half day Board retreat. He remarked that the Board should be proud of our accomplishments because 80% of the Library Strategic Plan has been achieved. He is in the process of combining his notes and Margaret’s notes, which will be presented to the Executive Committee. One of the main areas of focus was how to transform the Board from a working to a policy Board. Another important topic involved streamlining and staffing committees, which will be addressed in more detail during the February 2023 follow-up Board retreat. Development of future partnerships with other non-profits and businesses was another discussion item.

Chris announced that an Online Repository supported by Google Drive is being launched in July. The gathering of all Library documents will start next month and continue for perpetuity. He continued by detailing highlights of the Topping Off Ceremony on July 14<sup>th</sup> which will include PALA presenting an award to the Library plus a big check from the Kennett Rotary Alliance supporting the Capital Campaign.

He reported more good news – circulation is up. Overdrive continues to go up and represents a higher percentage of services.

The monthly Customer Service report involved staff member Rona’s interaction with a 75-year-old Library patron, who as a seventh grader remembered visiting the Library when it was located on Union Street. She is delighted about the new Library.

**EXECUTIVE REPORT –** President Jeff had more good news – PA Representative Christina Sappy had just called Jeff to tell him that the Library was awarded another RACP grant in the amount of \$500K. This brings the total of RACP grants to \$3.9 million. Brad shared that he is very happy about this development.

Next Jeff made a motion to nominate Claire Murray to be a Kennett Library At-Large Trustee. He noted that Claire's resume had been sent in the Board Agenda packet. Barbara Bolton seconded the motion, and the vote was unanimous. The consensus was that she would make a great addition to the Board.

Next Jeff addressed the second motion on the Board Agenda, which is authorization for the Board President to sign the \$7,000,000 Loan Commitment with WSFS. This document will need to be signed when Secretary Will Majarian returns from vacation. Michael made the motion authorizing the Board President to sign the Loan Commitment, which was seconded by Brad and passed unanimously.

FINANCE REPORT – Treasurer Lee shared his new format for monthly financial reporting. The top portion of the report shows bank balances including the endowment fund. The other section shows operating revenue juxtaposed with capital campaign expense. Brad complemented Lee on the straightforward format, however he suggested renaming capital campaign expense to New Library project expense.

Next Lee made a motion to close the Library Capital Campaign money market account at WSFS and transfer those funds to a non-interest-bearing operating account. There are restrictions of 6 checks per month on a money market and limitations on transfers. The loss of .4% interest is negligible especially because these funds will be depleted. Barbara Forney seconded the motion and there being no objections it passed. Jeff Yetter will need a copy of these minutes for WSFS in order to transfer these funds.

NBC REPORT – Brad shared new drone pictures from the project site. The photos showed that the stair towers are complete. The project is taking shape fast. The steel structure will be completed by July 13<sup>th</sup>. The project punchline should be complete by March 2023. Brad confirmed that the budget of \$21.7 million remains unchanged and the project contingency fund is keeping consistence.

Willow Street will be closed off for the Topping Off Ceremony. The YMCA is allowing us to use their upper parking lot for the event. The last beam will be available to sign before it is hoisted by the crane. Invitees will include EDiS, the Architects, local politicians, subcontractors, and a WSFS representative. There will also be a presentation of a big check by the Kennett Rotary Alliance. The event should adjourn by 10:30 so that the subcontractors can get back to work.

Brad is expecting delivery of the glass curtain wall by late August. A special sculpture representing a reading rabbit will be installed in front of the Library. Exterior lighting will be installed at the corner of State and Willow. Additionally, Brad reported that we received the permit approval from the Kennett Borough for the Audio/Visual room.

At 5:50 p.m. Brad made a motion, seconded by Lee, to close the business meeting for an Executive Session.

At 6:17 p.m. the Executive Session was closed and the normal business meeting resumed.

**CAPITAL CAMPAIGN REPORT** – Collis gave a positive status report on the campaign despite the status of the stock market. Word is getting out. Barbara Forney hosted a wonderful event, which she hopes will pay off. Mary is hard at work planning the Topping Off Ceremony. Yard signs are popping up. Get in touch with Mary to get your sign and have conversations with your neighbors. A crab fest in August and a Patti LaBelle concert are also being planned. All in all, the energy level has moved up.

**PERSONNEL**- Brenda had no report.

**DEV/COMM** – Jeff reported on the Arts Fest scheduled for October 15<sup>th</sup> and 16<sup>th</sup>. He is confident that this first-year endeavor will be a success, because 40 artists have already registered to participate. We are looking to build this event year after year.

**COMMUNICATIONS** – RuthAnn, newly appointed Communications Chair, reported that she met with Mary Hutchins and Amanda Murphy regarding supporting the fall Arts Fest. Long term RuthAnn is proceeding with a needs assessment for communications which will chart a path forward. Chris added that another means of improving Library communication efforts, Survey Monkey, has been launched. Chris confirmed that surveys are being given to program participants.

**FRIENDS OF THE LIBRARY** – Gail is optimistic about the Friend's initiative the "Shop and Dine". Packets containing raffle tickets were sent to all Trustees. She is projecting another successful fundraiser. The event is on track to raise about \$21K just like last year. The Friends have been partnering with Mary Hutchins at the Kennett Farmers Market. They have been receiving wonderful, positive feedback regarding the New Library. Additionally, the Friends are doing "Out in the Township" events – most recently they visited Pocopson.

**PRESIDENT'S CLOSING REMARKS** – Jeff confirmed that he received another call regarding the Library being awarded another \$500K RACP grant.

**ADJOURNMENT** – The meeting was adjourned at 6:30 p.m.