

**October 18, 2022 Board of Trustees**

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

*14 present (20 Trustees)-Quorum achieved*

Guests: Chris Manna, Mary Hutchins

<b>Agenda items</b>
<b>OPENING OF MEETING/PUBLIC COMMENTS</b>
The meeting opened at 5:33 pm. There were no public comments.
<b>PRESIDENT’S COMMENTS</b>
Tour of the building was great. Everyone should try to take a tour. First Kennett Arts Festival was this weekend. Over 2000 attendees. Artists really liked the venue. Expect to have netted around \$10-15k; very good for the first year.
<b>MOTION TO APPROVE THE SEPTEMBER BOARD MINUTES</b>
Margaret moved to approve the September minutes. Seconded by Barbara N. Motion passed.
<b>DIRECTOR’S REPORT AND CUSTOMER SERVICE STORY OF THE MONTH</b>
Chris discussed the policies that were sent to the trustees for approval: MOU, Programming Guidelines, Room Booking Guidelines, Presenter Agreements and Informed Consent/ Liability. The policies as presented were all reviewed by the Library’s counsel. Barbara N moved to adopt all of the policies, and seconded by Barbara B. The motion passed.
Annual appeal expected to be mailed on or around December 1.
Board retreat proposed for January or February of 2023. Expected to be a full day, but perhaps , for example a Friday evening and following Saturday morning. Chris will send possible dates to the BOT.
New format of the staff report is very good.
<b>COMMITTEE REPORTS</b>

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

**Agenda items**

**Executive Committee:** RFP to hire agent to sell the existing building has been shared with the Trustees. Goal is to receive proposals by November 4. Expect to be in a position to hire agent by the end of November.

**Finance (Lee):** Lee reviewed the current financial picture. Expect Q3 report to be complete by the end of this month. Current operating revenue running ahead of operating expenses. Lee will provide monthly updates to the trustees every month ahead of the BOT meetings.

**New Building (Brad):** \$2.4m of \$3.9m available RACP funding has been defined and identified. Based on the pace that the state has moved so far, will likely not see any reimbursement until mid-2023. LSA grant and government earmarks are still pending. ARPA funding is looking unlikely to be useful based on timing.

Rooftop HVAC units (2) installed last week. Site restoration has been delayed until next February or March, but this does not impact overall timeline. Substantial completion still scheduled for March 17, 2023 and building occupancy May 8, 2023. Budget has not changed. Contingencies: Building still about \$500k remains; Escalation still about \$600k; Owner's about \$273k.

**Capital Campaign (Collis):** A number of major gifts are still outstanding. Still \$5m away from goal, with target to complete by the end of the year. Plans being developed to complete the campaign. Cabinet feels like a high quality "brand" has been established based on recent events.

**Personnel (Brenda):** Nothing to report.

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

**Friends (Gail):** Nothing to report.

**OTHER BUSINESS**

**ADJOURNMENT**

Motion to adjourn by Barbara N, seconded by Barbara B. The motion passed and the meeting closed at 6:20 pm.

Respectfully submitted,



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

William R. Majarian, Secretary