

**November 15, 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

*18 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 5:01 pm.
<b>PRESIDENT’S COMMENTS</b>
There were none.
<b>MOTION TO APPROVE THE OCTOBER BOARD MINUTES</b>
Motion to approve by Corinne, seconded by Barbara B. Motion passed.
<b>DIRECTOR’S REPORT &amp; CUSTOMER SERVICE STORY OF THE MONTH</b>
Due to a recent incident, Chris would like to revise the Behavior Policy. Proposing a three day ban by a staff member, and up to a 30 day ban by the Director. <b>Motion to amend the policy made by Barbara B, seconded by Barbara F. The motion passed.</b>
Chris proposed that the Board consider a crisis management/emergency response document. He suggested that a work group be formed, and that a policy document be ready by the opening of the new library building.
Google Workspace training will be available in December.
Filomena has been organizing a Story Walk, partnering with New Garden Township. Hope to begin in May.
Board retreat: Trustees should expect a survey for dates.
Imagination Library: Partnering with AHHAH, free books will be provided to children birth to age 5 (including those born in Chester County Hospital). There is no cost to the library.
CLAT: 20 year annuity available mechanism for charitable donors. Chris just introducing as a possibility as a mechanism for folks to donate to the library.
<b>COMMITTEE REPORTS</b>

**Agenda items**

**Executive** (Jeff) - Board elections coming in January. If any trustees are interested in becoming officers, please contact Barbara Forney. Building tours are in progress. Currently \$1.5m into \$7m LOC. Cash flow is being carefully monitored. KSQ borough has informed us that they will be reducing their annual contribution. The borough has promised to explore provision of in kind services to make up for the shortfall.

**Personnel** (Brenda) - No report.

**Finance** (Lee) - Capital project account is getting low (hence the focus on cash flow). Lee presented the Q3 report. Form 990 filed on time. Draft budget will be sent out well ahead of December meeting.

**New Building** (Brad) - Building occupancy has been pushed back about 3 weeks to May 30, 2023. Working with EDiS we will try to recover some of that time. Budget outlook has not changed. About 50% of the owner's contingency has been used. Approximately \$1.1m in other (building and escalation) contingencies remain, but do expect to utilize some of that over the course of the project. Recall that library will get back 50% of any unspent building and escalation contingencies (and 100% of any remaining owner's contingency). Options are being explored regarding employee parking and additional nearby parking for patrons. \$10,000 has been included in 2023 operations budget for parking needs.

**Capital Campaign** (Collis & Mary) - Currently at about \$17m. Continuing with one-on-one prospects. Several events remain, so budget will be needed. \$250k Chester County Community Foundation grant through Ron Fletcher fund: dependent on DEI efforts, requiring the library to fully engage. Requires an assessment, is staff and board required trainings, and expectations regarding board and committee staffing. CCCF wants to name the multipurpose room the IDEA room. Trustees want to understand terms and conditions of the grant. Regarding sale of the existing building, will be interviewing candidates this week. The subcommittee will recommend a finalist, and a memo will be sent to the trustees along with the recommendation. The trustees agreed to allow the Executive Committee to decide to accept or reject the subcommittee's recommendation, and that a full board vote was not required.

**Communications** (Mary) - Committee met earlier this week. Discussed social media outreach. Will begin a needs assessment. Ruthann will be meeting with Amanda to discuss.

**OTHER BUSINESS**



Kennett Library  
**Board Meeting Minutes**

<b>Agenda items</b>
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<b>ADJOURNMENT</b>
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Motion to adjourn by Barbara F, seconded by Margaret. The motion passed and the meeting adjourned at 6:41 PM.
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Respectfully submitted,  
William R. Majarian, Secretary