

Kennett Library
Board Meeting Minutes

December 20, 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, Amanda Murphy, Filomena Elliot

Agenda items
OPENING OF MEETING/PUBLIC COMMENTS
The meeting opened at 5:02 pm. There were no public comments.
PRESIDENT’S COMMENTS
Jeff thanked the board for working with him as president for the past 3 years.
MOTION TO APPROVE THE NOVEMBER BOARD MINUTES
Motion by Barbara F, seconded by Margaret. The motion passed.
DIRECTOR’S REPORT AND CUSTOMER SERVICE STORY OF THE MONTH
Filomena thanked everyone who contributed to the Adopt-a-Family effort. Filomena thanked everyone for their condolences on the death of her mother, and especially Chris who allowed her to work flexibly during this time.
Chris sought volunteers to help with the Crisis Management work group.
Google Workspace has launched. Amanda and Laura are offering training. They will send out login information via email on January 10.
Story Walk with New Garden Township has launched.
Chris will send an email regarding 5 possible dates for a Board retreat.
Imagination Library has over 3100 children signed up.
AHHAH woking in partnership with several CCLS libraries for social media/movie making program. New Kennett Library will be the test site for this program.
COMMITTEE REPORTS

Agenda items

Executive Committee (Jeff): Organizational meeting will be in January, followed by the first regular meeting of the year.

Nominating Committee (Barbara F): Brad (president), Loren (vice president), Lee (treasurer). A candidate is needed for the secretary position. Margaret will consider the role.

Finance (Lee): As of end of November, YTD operating revenue was 93.3% of budget, and expenses were 91.7% of budget, for a net income of about \$49k. We expect to finish the year net positive.

2023 budget: “Uncharted territory”, with several educated guesses, driven by opening of the new building. 2023 budget expenses include the addition of 10 new (full and part time) staff members, as well as a security person: 5 part time maker space assistants, a development director, a full time programs coordinator, a part-time circulation associate, a part-time children’s associate and a part-time marketing associate. The Board approved these new hires. The draft budget predicts a deficit of about \$89k. Collis is concerned about approving a budget that is not balanced. Lee suggested that funds from library retained earnings from TD Bank account can be used to cover the deficit. **Brad moved to approve the presented draft budget with a deficit of \$89,306.36; the library Board agrees that the deficit can be covered by the use of retained earnings from the TD Bank account. Loren seconded the motion. The motion passed unanimously.**

New Building (Brad): Many contractors are on site as construction progresses. Building occupancy currently shown as the end of May 2023. Substantial completion scheduled for March 29, but contractually EDiS needs to have substantial completion accomplished on March 23. Brad is in discussions with EDiS. As of end of November, cost outlook is still at \$21.7m. State Street utility pole removal cost finally provided by PECO, estimated at \$380k. This unexpected expense has raised the expected net project cost of \$22m (net of expected returned contingencies). **Brad moves that the project cost goal be increased to \$22m and a corresponding adjustment made to the Capital Campaign goal. Loren seconded the motion.** Library will be discussing possible grant from Chester County DCED to cover cost for the pole relocation. The motion passed unanimously. Y has provided a draft agreement to lease the parking lot between Willow and Race Streets (65 spaces); the agreement is undergoing legal review.

Capital Campaign (Jeff): Collis will step down, and Jeff will step into the role of chair. Jeff thanked Collis for his successful efforts as campaign chair. Old building is for sale; four showings have taken place already. Capital Campaign is currently at \$16.9m. Over the last month there has been a significant uptick in donations.

Agenda items
COMMITTEE REPORTS (cont.)
Personnel (Brenda): No report. Brenda and Gail presented a concept of the mural to KSQ Borough Council at their December 7 meeting. It was well received.
Communications (RuthAnn): RuthAnn walked through her presentation. Currently focused on assessment of communications channel. Increase clarity and accessibility would be beneficial.
Friends (no report).
ADJOURNMENT
Motion to adjourn made by Barbara N, and seconded by Barbara F. The motion passed and the meeting adjourned at 6:50 pm.

Respectfully submitted,
William R. Majarian, Secretary