

***February 21, 2023 Board of Trustees***

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

*17 present (19 Trustees)-Quorum achieved*

Guests: Chris Manna, Mary Hutchins, Amanda Murphy, Joseph Mulry, and Alex Manna

<b>Agenda items</b>
<b>OPENING OF MEETING/PUBLIC COMMENTS</b>
Brad opened the meeting at 5:00 p.m. There were no public comments.
<b>PRESIDENT’S COMMENTS</b>
Brad announced that we would continue to hold hybrid meetings. One of our Trustees currently has Covid, therefore Zoom will continue. Brad mentioned that Collis Townsend will give us an update on the sale of the current Library. Brad reminded us that the Library Board Retreat is March 17 <sup>th</sup> . The venue has not been determined.
<b>MOTION TO APPROVE THE JANUARY 2023 BOARD MINUTES</b>
Secretary Margaret commented that the attendance needed to be amended for January, however the content should be correct. Barbara Bolton made a motion to approve the content of the minutes and Gail Bowden seconded the motion, which passed.
<b>DIRECTOR’S REPORT</b>
Chris informed us that Amanda Murphy and Laura Archer are doing Google Workspace training. Story Walk debuts in New Garden Township June 6 <sup>th</sup> . The first book will be Curious George. New Garden is hoping for a big turnout. This project will continue for four months. Each attendee will receive a sapling. The Board Retreat on Friday, March 17 <sup>th</sup> , will be from 9:00 to 4:00 p.m. The retreat will focus on programming and developing a new strategic plan. Barbara Necarsulmer is assisting with this process. Mary Hutchins will also join the retreat and Carrie Freeman will facilitate. Chris mentioned that although 95% of the current strategic plan is done, work will focus on the short term-18 months up to 2025. Chris, Mary and Margaret are participating in a 6-month training for DEI. Chris was happy to introduce our new full time Program Coordinator, Joseph Mulry, who was present. Two part-time maker space employees have been hired. We are still seeking a part-time circulation employee.

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Chris highlighted the use of Beanstack to engage and motivate people to read. CCLS is paying. Beanstack can be used to log summer reading and events, and track activities which result in badges. Beanstack can also be programmed for makerspace.

Chris credited Laura Florence with reaching out to the Lenape Nation, whose drummers will perform at the Grand Opening of the Library.

The Customer Service of the Month recognition goes to Debbie Kellar. She saw someone sleeping on the street early one morning, who told her they were transient. She immediately got to work setting them up with KACS and helping him find housing.

Barbara Bolton said that the “Pass the Book” brigade for the Grand Opening is getting a lot of attention. Chris said that there are plans to incorporate this into our ceremonies.

**COMMITTEE REPORTS**

Finance (Lee) – Lee reported that he is waiting for our 2023 budget to be approved by CCLS. As of the end of January, we have \$3.8 million in assets which is a positive change from December of \$288K. We received \$62K in operating revenue which reflects contributions from Chester County and Kennett Borough. Operating expenses exceeded revenue by \$22,667, a large portion of this being personnel expense. Looking forward, Lee will hold a Finance committee meeting sometime in March and employee benefits will be on the agenda. Jeff asked Lee if we had received State funding, which we have not. Jeff is also concerned that Rebecca of CCLS is leaving and what impact will this have on us?

NBC (Brad) – Brad covered work status, the timeline budget, and the parking agreement. We are sprinting toward the finish line. If you drive by the site, you will see the curved front of the auditorium. At this time, all masonry is complete. Stage lights have been installed in the auditorium, to be followed by the installation of railings. He showed a picture of the retaining wall (future home of the mural) and the storm water buffer. Landscaping will be done between our site and the Church. The storm water is complete as are the masonry veneers and the glass curtain walls. There is a problem with the Otis elevator and the door jamb. We need this problem to be resolved in order to receive a certificate of occupancy. Blue stones are being installed on the floor of the terrace.

Regarding the timeline, the building should be complete by March 31, 2023. The prospective buyer of the current Library is anxious to move in around June 1<sup>st</sup>. The timeline for building occupancy may now be June 26, 2023. The Grand Opening will come later probably in August or September. The committee is striving to maintain eligibility for grants, which is challenging because once you have issued a purchase order you are ineligible for the grant. Chris is working with the movers and also training the staff to prepare for the move. It is more likely that there will be a soft opening around June 26<sup>th</sup>, however this will be reviewed with the Capital Campaign cabinet. During this time, programming may be limited.

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Regarding the budget, there have been no changes regarding the three contingency funds – building, price escalation, and the owner’s contingency.

Brad presented the Y Parking Lot Agreement, which is a two-year license to secure 65 parking spaces. The 2023 fee is \$17,500, and the 2024 fee for a full twelve months is \$24,000.00. The Y has asked for the right to exclude 25 spaces and the right to reserve up to six special event dates each six months. Brad noted that the Y is responsible for snow and ice removal. This agreement has been reviewed by our attorney, Joe Riper, and also checked for compliance with our insurance. Brad forwarded a motion to approve the licensing agreement with the Kennett Y to secure 65 parking spaces in the parking lot bordering Race, State, and Willow Streets. Barbara Necarsulmer seconded his motion. Brad asked if there was discussion and questions. Gail asked about a previous Borough objection, which it turned out has been withdrawn. Jeff mentioned that he is in discussion with the Borough regarding five fifteen-minute parking slots, which would also be beneficial to the Library. After discussion, the motion passed unanimously.

Capital Campaign (Jeff) –Jeff Yetter, reported that the Campaign has reached \$18.2 million, however this does not include the \$250K gift from the Chester County Foundation. Therefore, the Campaign is closer to \$18.5 million. The committee is honing in on larger potential donors so Jeff is confident that we can close the gap. There are between four to five tours a week. The public tours are going especially well. Jeff encouraged Board members to offer tours to their friends. All participants sign in and are given packets. Jeff is pleased with the support of legislators – Christina Sappy, John Kane, and Chrissy Houlihan. Jeff still doesn’t know when government grants are going to be released. Chester County has money available and Jeff is hoping that perhaps they could cover the cost of the land. Jeff continues to push the municipalities for support. The Campaign is in the process of sending another mailing. Jeff introduced the Pay It Forward/DEI program put forward by Chester County Foundation’s gift of \$250K. Brad made the motion for the Kennett Library to accept the generous \$250K donation from the Chester County Foundation to sponsor our multi-purpose room and recognize the donation as the IDEA room. The motion was seconded by Barbara Necarsulmer and passed without objection.

Sale of Library (Collis) – Collis informed us that we are in the due diligence phase of the sale of the Library, which expires February 28<sup>th</sup>. Collis is pleased that we have a great buyer, who has already received bank approval. Jeff asked Collis if there was any way we could extend the move out date beyond June 1<sup>st</sup>, by one to two weeks. Collis stated that we may be able to pick up a week. Brad thanked Collis for doing a great job and said that we will work toward June 1<sup>st</sup> as the closing date.

Personnel (Brenda) – Brenda informed us that she and Chris are working on revisions for personnel evaluations. Brenda also reported that she and Gail are working on the mural and a call for artists. Brenda stated that the community needs to be asked what they want on the mural. Brad indicated that once the Arts committee completes the concept phase, the work will

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<p>be handed off to the Library Design Team. Collis thanked Claire Murray for volunteering to help verify donors' names for recognition.</p> <p>Communications (Claire) – Claire announced that Amanda Murphy will give the quarterly update at the March Board of Trustees meeting.</p> <p>Friends of the Library (Gail) –Gail reported that the committee is kicking off the Shop &amp; Dine by sending out sponsorship letters. The committee is also looking for sponsors for the Arts Fest. Brad thanked Gail for the Friend's work to boost revenue for the Library.</p>
<b>OTHER BUSINESS</b>
None.
<b>ADJOURNMENT</b>
Motion to adjourn by Barbara Bolton, seconded by Barbara Necarsulmer, and passed. The meeting was adjourned at 6:12 p.m.

Respectfully submitted,  
Margaret Egli, Secretary