

***March 21, 2023 Board of Trustees***

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

*18 present (19 Trustees)-Quorum achieved*

Guests: Chris Manna, Mary Hutchins, Amanda Murphy, and Joe Mulry

| <b>Agenda items</b>   |
|---|
| <b>OPENING OF MEETING/PUBLIC COMMENTS</b>   |
| Brad opened the meeting at 5:02 p.m. There were no public comments.   |
| <b>PRESIDENT’S COMMENTS</b>   |
| Brad announced that as promised our New Library is due to be complete by this Spring. Obviously, he is pleased that the project is on track. The journey has been stressful but rewarding.  |
| <b>MOTION TO APPROVE THE FEBRUARY 2023 BOARD MINUTES</b>  |
| Brad asked for a motion to approve the February minutes. Barbara Necarsulmer made the motion which was seconded by Corrine Sweeney, and the motion passed.  |
| <b>DIRECTOR’S REPORT</b>  |
| Chris informed us that the Board Retreat was put on hold, however Trustees should expect to receive a survey for another date. The Board Retreat will still be held at Longwood Gardens. Chris is thinking ahead about what we will be doing with our New Library. Chris said new Program Coordinator, Joe Mulry, hit the ground running. He will attend a Partner Event on April 20 <sup>th</sup> , which is all about planning future programming for our New Library. He is working on new performance evaluations, which should roll out in November of 2023. There will more about this in Brenda’s report. He was happy to report that Creative Bug (Arts & Crafts) is live for staff and customers. It can be accessed by logging in with your Library card. Another exciting program – Swank- will enable the Library to stream current movies. Many different categories will be available. We have to be careful how movies/shows are titled due to movie streaming rights. The movies cannot be shown outdoors, however perhaps they could be shown on the Terrace. Chris reminded Trustees about the upcoming CCLS Legislative Breakfast to be held Friday, April 21 <sup>st</sup> , 2023. If interested RSVP by April 7 <sup>th</sup> to Lauren Harshaw. The Customer Service of the Month goes to Margo Taylor, for her help forming partnerships and synergy with service organizations in Wilmington and New Castle County. |

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

**Agenda items**

**PRESIDENT’S REMARKS AND MOTION TO APPROVE SAC REPRESENTATIVE**

President Brad informed Trustees about what goes on in the weekly Executive Committee Meetings. Upcoming events like the important United Way presentation are discussed in addition to a review of weekly activities plus planning around all the Tours being done. Brad is looking forward to the Board Retreat, which will provide social interaction plus give us the time to focus on committees and key services. A new date will be provided soon.

Brad reported that CCLS has requested that we appoint a Trustee to the SAC council. He stated that Corrine Sweeney has agreed to serve. Brad made a motion to approve Trustee Corrine Sweeney as our SAC representative with Chris Manna as the back-up representative. Loren seconded his motion, and the motion passed unanimously.

**COMMITTEE REPORTS**

Finance (Lee) - Lee reported that in the month of February, there was a negative change of \$382,789 which can be attributed to the New Building. Operating Revenue for the month was \$154,693 which includes an infusion from the State. Usage of the construction line of credit increased from \$3.9 million to \$4.6 million. Lee said that our year to date interest expense is \$47K, which is essentially unbudgeted. Although the interest rate is Prime less 1%, interest rates have increased dramatically. He suggested that we may want to explore a fixed rate and fixed term. Lee is also working on sales tax compliance. He has been working with the State to get us in compliance, due to sales of T-shirts and totes. The look back is three years. He expects our exposure to be around \$3,500. He is also checking into potential tax relief for employee retention during Covid. The credit could be significant.

NBC (Brad) – Brad remarked that the project has experienced headwinds including interest rates, which we are watching closely. He is pleased that the actual views of the New Library look better than the conceptual pictures. Work is proceeding according to plan. The concrete forms are being placed near the front door. The PECO pole work is on track. The glass curtain wall and ceiling grids are going up. An issue with parts for the Otis elevator and flooring quality issues are being addressed and closely monitored. Completion of these issues is necessary for a Certificate of Occupancy. Brad projects that the building should be complete by April 7<sup>th</sup>. Landscaping is scheduled for April. The owner move in for shelving and furniture should be around May 8<sup>th</sup>. Opening to the public should be around June 23<sup>rd</sup>. Key activities that the committee is focused on are the PECO pole, AV and telecommunications, parking and landscaping. Brad is hoping to obtain the Certificate of Occupancy in early April. We are still waiting for grant news regarding shelving. The overall budget for the New Building remains unchanged at \$22.3 million, however some of the contingencies are being gobbled up, however they still remain within the scope of the contract. Brad is optimistic that we will qualify for \$2.5 million of the Government RACP grant. There is another pending Federal HUD grant for \$750K that we are on the list to receive pending documentation. The PA LSA grant for \$799K has been confirmed and documentation is in progress. Brad thanked Jeff for following up with all the pending grants.

**Agenda items**

Capital Campaign (Jeff, Mary)- Jeff is happy to report that the campaign total is now \$19.3 million. He is on top of the LSA grant. He obtained a separate consultant for the HUD grant. Fortunately, all elected officials are on board. Jeff asked Collis for an update on the sale of the old Library building. Collis informed us that we are on track for a June 1<sup>st</sup> settlement. The cutoff date for due diligence is April 7<sup>th</sup>. Collis is optimistic that all systems are go. Jeff said that the sale of the building will get us closer to our campaign goal. Private and public tours are critical and usually result in contributions. He credited Barbara Cairns and the Huttons with helping arrange tours. Two public tours are scheduled for April 11<sup>th</sup> and April 27<sup>th</sup>. There is also a special tour for Kendall Crosslands residents. He alerted the Trustees to the fact that we may have to dip into our reserve accounts in May or June.

Brad said that the work of the Capital Campaign is paying off and thanked them for their efforts. Loren asked if all Township Supervisors have been given tours and was told that there is only one Township that has not toured. At this time, Jeff mentioned that he is hoping Chester County will come through with funds. To this end, he has been in touch with Josh Maxwell. Josh indicated that the County may be able to help.

Besides the tours, the Committee is also sending out a campaign newsletter followed by an Annual Appeal.

Personnel (Brenda) – Brenda is busy working on personal evaluations. The new evaluation will be goal oriented and include personal goals. There will be two evaluation periods. The committee is still working on the format.

Communications (Amanda) – Amanda informed us that the committee meets monthly and will report to the Board quarterly. The committee is composed of staff, Laura Archer, Mary Hutchins, and Amanda plus Trustee Claire Murray and Community Member RuthAnn Deveney. This group is focused on Why and How they operate. To that end, they are working to establish a brand style guide, which incorporates structure and consistency. The completion goal is 2023. Additionally, they will create a crisis communications plan.

Amanda also reported on February statistics for the Library. Website visits are up 32% with 22,997-page views. The weekly online newsletter opening rate is 48% with a 3% click rate. Our Facebook page has a reach of 15,847 and we have 94 new followers on Instagram. Brad thanked Amanda for her report and the work of the committee. Also based on feedback from Tours, he emphasized the importance of The Kennett Library & Resource Center for branding purposes.

Friends of the Library (Gail)- Gail informed us that the Friends have already kicked off Shop & Dine with search for sponsors. Tickets will go on sale mid-June in the New Library. The drawing will be held sometime in August.

**OTHER BUSINESS**

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

**Agenda items**

Collis asked for an update by the Arts Committee. Gail replied that the Donor Wall is being worked on. Mary was informed by the artist working on the Giving Tree that it should be done by the end of May. Installation of a flock of birds wall hanging is on hold. Brenda and Gail are seeking input from the public regarding what they want on the outdoor mural. A survey is being drafted for this purpose. Brenda emphasized that we want to know what people want.

**ADJOURNMENT**

Motion to adjourn by Barbara Necarsulmer, seconded by Michael Guttman and passed. The meeting was adjourned at 6:08 p.m.

Respectfully submitted,  
Margaret Egli, Secretary