

June 20, 2023 Board of Trustees

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

17 present (19 Trustees)-Quorum achieved

Guests: Chris Manna and Amanda Murphy

Agenda items
OPENING OF MEETING/PUBLIC COMMENTS
Brad opened the meeting at 5:01 p.m. There were no public comments.
PRESIDENT’S COMMENTS
In our first meeting in the New Library, Brad stated that we are in a transition from old to new. Everyone has pulled together as we sprint to the finish line. He mentioned the Donor Recognition brunch event to be held at the New Library on Sunday, June 25 th , which will be followed by the June 26 th opening to the Public.
MOTION TO APPROVE THE MAY 2023 BOARD MINUTES
Brad asked for a motion to approve the May minutes. Barbara Necarsulmer made the motion which was seconded by Barbara Bolton, and the motion passed.
DIRECTOR’S REPORT
Chris first addressed Room Booking rates for the New Library. He mentioned that pricing will be tweaked depending on demand. Rental of larger rooms will require cleaning fees. Lee recommended that Room Booking rates be reviewed annually. Jeff advised that non-profits booking these spaces should provide proof of insurance. Brad added that events scheduled on the Terrace and Auditorium might require an event planner. Next Chris reported that his proposal to eliminate children’s fines and fees was rejected by CCLS and not supported by other Library Directors. Chris continued that big cities waive the fees; however smaller cities can’t afford to. Chris updated us on the move. He was pleased to report that the A/V is operational and books are on the shelves. He gave kudos to the Library staff. We are still missing some furniture, which was deliberate due to timing required by grants. Chris said more book shelves will be added. Chris informed us that his Workforce Development program which is part of ALP is progressing. He has already met with Tri-M, Longwood, and Penn Medicine. The training provided by this joint partnership may be eligible for some compensation from the County. Barbara Bolton asked if the training was certified. She mentioned that au pairs are required to take accredited ESL. Brad recommended that Chris include Filomena in this discussion regarding certification. Chris was happy to report that the Chester County

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Imagination Library has registered 5,657 children since November 2022. This month's Customer Service Story originated during a presentation to the Kennett Senior Center. A lady complained that the old Library was not ADA accessible. The New Library is ADA accessible which should have a positive impact for the community and generate great PR. Margaret extended kudos to Amanda for her work on the Juneteenth celebration.

PRESIDENT'S REMARKS

Brad reminded us that an action item identified during the Board Retreat was a return to a more formal committee structure. He had asked Committee Chairs to draft their committee responsibilities and priorities to him via email. Once he has received a complete set of responses, he will combine them for a discussion at our July Board of Trustees meeting. He noted that some committees may need more members.

COMMITTEE REPORTS

Finance (Lee) - Lee reported that our cash position at the end of May was \$1,662,330 of which \$1.3 million is unrestricted. Operating income for the month registered a loss of \$29,567. Operating revenue appears to be on schedule, however there is a seasonality to revenues received from PA, Chester County and municipalities. Receipts are on track according to prior year timelines and 2023 commitments. Total expenses are under budget. Fines are in line with budget. Donations are above budget. The personnel budget is only 38%. Chris mentioned that the Library is not understaffed. When making the 2023 budget, he factored in the need to ramp up staffing at the end of the year. Will Majarian executed a favorable electric contract with Constellation for a low price for kilowatt hours. Chris mentioned that we should receive a refund/credit from PECO.

NBC (Brad) – Brad gave an update on the work status. The completion of the PECO underground cables should be done by July 2nd. The property line restoration is in the process of completion. Move-out from the current Library was accomplished. Shelving and furniture installation have been done. The work forecast for June includes completion of the sidewalks at the corner of State and Willow Streets, initiating property line restorations for Sinton and Second Baptist Church, donor wall installation, A/V/IT installations, and the EDiS punch list. There are 13 items on the punch list including landscaping, Makerspace equipment, railings, plumbing, shades, and light programming etc. Brad emphasized that the NBC committee's work is not done. The key milestones are the completion of the move out, the Temporary Certificate of Occupancy received June 2nd, the Preview Campaign Fund Raiser June 25th, Public Opening June 26th, settlement on old Library June 29th culminating with the Grand Opening on August 27th.

Brad informed us that the building budget status increased by \$75K, however we are expecting \$400K in savings from unspent contingency funds included in EDiS GMP. Brad projects that the final number should be \$22 million. Brad will know more in July what the final number is, however he believes \$22 million is a safe bet. Brad also shared information regarding the status of Governmental grants. The assumption is that the Library should qualify for a PA RACP \$2.5

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M+ grant, which should be reimbursed in November of 2023. Assumed reimbursement for a \$750K Federal HUD grant is August of 2023. A \$799K PA LSA grant is expected by October 2023. Debt repayment will be prioritized over replenishment of Library reserves

Capital Campaign (Jeff, Mary) – Jeff and Chris have been busy giving tours. The Tour for Kendall included 74 people. The Tours have been generating \$25-\$30K in donations. Additionally, we are receiving stock gifts weekly. The focus continues on large donors. Jeff is confident that we will meet our goal. The Campaign stands at \$20 M which includes the sale of the current Library proceeds. He reminded us that Sunday, June 25th, there is a Donor Preview event. The Hutton’s increased their total donation to \$750K, thereby securing the naming rights to the Children’s Library. Tours of the Library will continue after we open. Jeff continues his outreach to Josh Maxwell of Chester County for County support. Jeff and Chris will offer a Tour to Josh and County Commissioners. Brad congratulated Jeff and Chris for the success of the tours.

Personnel (Brenda) – No report.

Communications (Claire, Amanda) – No report.

Friends of the Library (Gail)- Gail announced that Shop & Dine has officially kicked off. She distributed ticket packets to all Board members. Each packet contains 20 tickets. Tickets will also be sold at the Kennett Farmer’s Market. The Committee will start pulling winning tickets August 1st, however tickets can still be sold after that date. Last year the Shop & Dine generated \$22K for ALP and children’s programs.

OTHER BUSINESS

Brenda reported that the Mural Survey has been extended until after the Grand Opening on August 27th.

ADJOURNMENT

The meeting was adjourned at 6:22 p.m.

Respectfully submitted,
Margaret Egli, Secretary