

***July 18, 2023 Board of Trustees***

✓ Barbara Bolton ✓ Gail Bowden ✓ Chris Britt X Todd Bruce ✓ Margaret Egli ✓ Barbara Forney ✓ Dan Gannon X 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

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***16 present (19 Trustees)-Quorum achieved***

Guests: Chris Manna, Mary Hutchins, Amanda Murphy, Joe Sherwood, Filomena Elliot, and Lenda Carillo

<b>Agenda items</b>
<b>OPENING OF MEETING/PUBLIC COMMENTS</b>
Brad opened the meeting at 5:02 p.m. Brad welcomed Lenda Carillo to our meeting. She is a resident of Kennett Borough and on the board of the Kennett Consolidated School District. Jeff had invited her to the meeting as a prospective Trustee. She is visiting our meeting while she considers seeking a Kennett Borough appointment to our Board.
<b>PRESIDENT’S COMMENTS</b>
Brad welcomed and introduced CCLS Executive Director, Joe Sherwood, who leads 18 Libraries in the Chester County Library System. Joe has spent 32 years in Libraries including 12 previous years as the Director of the Tredyffrin Library. He explained that CCLS provides back office support to the member Libraries, representing a population of 500K. This support includes I/T, financial, training, and lobbying on behalf of member Libraries. He informed us that the State Budget is in a holding pattern and will not be signed until September. The impact on us should be minimal because our distributions aren’t received until early next year. On a positive note the County Summer Reading Programs are in full swing. He asked if we had designated a SAC representative. Corrinne Sweeney is our Rep and she affirmed that she would attend the August SAC meeting. Joe asked Chris to notify Agatha that Corrine Sweeney is our appointed SAC Rep. Brad thanked Joe for attending our meeting and extended an invitation to the CCLS Board to visit our new facility.
<b>MOTION TO APPROVE THE JUNE 2023 BOARD MINUTES</b>
Brad asked for a motion to approve the June minutes. Barbara Bolton made the motion which was seconded by Barbara Necarsulmer, and the motion passed.
<b>PRESIDENT’S REMARKS</b>
Brad reminded Trustees that prior to our Board meeting he had sent an email regarding committees and committee structure. He asked Trustees to review the information. Discussions will continue offline. Some committees have openings. Barbara Forney, Chair of the Nominating Committee, has asked for additional members to join her.

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**DIRECTOR'S REPORT**

Chris reported that he is working through all the automated new systems at the New Library. He is proud of all the “Unexpected Victories” that we as Board have achieved. It started with Tom Swett’s decision to move forward with the project by “burning the boats”. He credited Collis with asking for the participation and support of previous Board members. He thanked Jeff for visiting all municipalities to garner their support. He commended Brad and Loren, NBC Co-Chairs, for stepping up for all the unexpected hard work. He also thanked Will for his legal expertise. The Maker Space has been a huge success, however there is a need for more tables. The slow rollout has worked to our advantage. Now we should be able to open up Room Bookings. Self-check out is booming on both floors. The Auditorium has become a zen space with the aquatic background. Chris announced that a Day of the Dead/Soprano Concert will be held in the Auditorium in November. A Grand Piano is being donated to the Library. The Kennett Flash and Kennett Symphony will also stage events here. Chris has a Workforce Development meeting with Tri-M on July 19<sup>th</sup>. He directed our attention to a Front Page/Daily Local News article written by Mayor Matt Fetick, highlighting how the role of the modern Library has shifted. The Phila FLAM event on July 8<sup>th</sup> at the Library was attended by 40 people. Chris was surprised to find out how many French speakers are in our area. Our Library has the largest collection of French books in the County. The Imagination Library now has over 6,080 registered. The goal is 7,000. Chris informed us that he will be on vacation from July 27<sup>th</sup> until August 1<sup>st</sup>. This month’s Customer Service Story revolves around the Library being able to accommodate people with disabilities and parents with strollers. Barbara Bolton commented that Chris Penny is overwhelmed with possibilities offered by Maker Space. Chris agreed that Maker Space is a big hit. Brad stated that he is happy that community members are using the Library and all our services.

**COMMITTEE REPORTS**

Finance (Lee) - Lee referred us to his financial report. The Library’s cash position decreased by \$206,537 in the month of June 2023. Net operating loss for the month was \$33K. Revenue from municipalities is just under 50%, however we are on track for 2023 commitments. Total revenue is only 12% of budget, however Lee expects this to catch up quickly once room rentals start. General donations are right at 50% of budget. Personnel expense is right at 50% of budget. Library material expense is under budget at 35% YTD, however he projects that this category will catch up. Other services and utility charges are at only 38% of budget. YTD interest expense for the construction line of credit is \$158K. The WSFS line of credit balance as of June 30<sup>th</sup> was \$3,190,795. After taking a \$800K advance, the balance as of July 18<sup>th</sup> is \$3,990,795. Q2 financial results should be done soon. Lee gave an update on the PA Sales Tax Voluntary Disclosure Application that he completed. He received a two-page agreement which requires that the Library file and pay sales tax for 3.5 years beginning January 2020. PA will waive any penalties. He estimates that the total expense should be between \$3K-\$4K. We have 90 days to file. He will communicate the final number to the Board. Jeff asked Joe Sherwood if

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the Library needs to pay sales tax for book sales. Joe replied that if the sale goes beyond five days, then, yes you would have to pay sales tax for the entire time including the first five days.

NBC (Brad) – Brad directed our attention to a slide showing the front entrance and the Chevron seating area. Currently orange cones are in place for safety purposes. He showed us an architectural rendering which includes concrete benches and planters in the Chevron seating area. The committee is obtaining costs for this safety improvement. Next Brad reminded us of key milestones; completion of move out from old Library, receipt of Temporary Certificate of Occupancy, the Preview Campaign Fund Raiser on June 25<sup>th</sup> followed by the Public Opening on June 26<sup>th</sup>, and settlement on Old Library property on June 29<sup>th</sup>. We are rapidly approaching another milestone our Grand Opening Celebration on August 27<sup>th</sup>. He announced that the NBC committee will morph into the Building Operations Committee. There is a meeting scheduled on July 19<sup>th</sup> with Brian DiSabatino of EDiS regarding GMP (guaranteed maximum price) for the project. Ongoing NBC follow-up includes EDiS punchlist, AV installations, Maker Space equipment, light and security programming, an eight-point property line restoration, and front entry plaza update. We are still waiting for some furniture. Brad reported there was no change in the budget status from last month. We can expect to receive about \$300K back due to unspent contingency funds. Finally, Brad said that PECO is committed to remove the utility pole.

Capital Campaign (Jeff, Mary) – Jeff confirmed that the campaign is officially \$20,142,000. The Campaign continues to focus on significant prospects. We received a \$50K donation increase for the vestibule. Tours, which have been successful in generating donations, will begin again soon. Leaves for the Tree will be a continuous fundraiser. Jeff reported that we have submitted a grant application to the Crystal Foundation. Other events include a Tour for the Chester County Commissioners. Jeff emphasized that all events are fundraising events. The Campaign is working on raising another \$1M for the Melton Terrace. The recent sale of the Library helped and gave us additional money. Another plus is that the Kennett Borough agreed to a .2 millage increase Tax Referendum. Jeff reminded us that the Borough had cut funding to the Library from \$58K to \$50K. Jeff is optimistic that if this is approved that revenues from the Borough will grow slowly. Brad thanked Jeff for all the work regarding the Tax Referendum.

Personnel (Brenda) – No report.

Communications (Claire, Amanda) – No report. Amanda informed us that reports will be quarterly, therefore expect a report in September 2023.

Friends of the Library (Gail)- Gail announced that the Friends are knee deep in Shop & Dine. She was happy to report that they raised \$21,500 in sponsorships, which will be shared with the upcoming Art Fest. Ticket sales thus far are \$5,000. Tickets are being sold at the Kennett Farmers Market. So far, the community response has been great. There will be a Friend's Social on Thursday, August 3<sup>rd</sup>. The Group is holding discussions about giving Tours and providing volunteers to act as monitors in the New Library. Jeff thanked Gail and pointed out

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that the Shop & Dine is a win-win for the community, because we are supporting the community and local businesses.
<b>OTHER BUSINESS</b>
None
<b>ADJOURNMENT</b>
Barbara Bolton made a motion to adjourn the meeting at 6:05 p.m which was seconded by Barbara Necarsulmer, and passed.

Respectfully submitted,  
Margaret Egli, Secretary