

***August 15, 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 ✓ 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, and Amanda Murphy

<b>Agenda items</b>
<b>EXECUTIVE SESSION</b>
At 5:00, Brad made a motion to begin an Executive Session, which was seconded by Jeff Yetter. At 5:30 Brad made another motion to close the Session which was also seconded by Jeff.
<b>OPENING OF MEETING/PUBLIC COMMENTS/PRESIDENT’S COMMENTS</b>
Brad opened the regular meeting at 5:30 and asked for any public comments. There were none. In the interest of time, Brad chose to defer his comments.
<b>MOTION TO APPROVE THE JULY 2023 BOARD MINUTES</b>
Brad asked for a motion to approve the July minutes. Barbara Bolton made the motion which was seconded by Barbara Necarsulmer, and the motion passed.
<b>DIRECTOR’S REPORT</b>
Chris announced that the Samsung Magic Monitor is getting on the network in preparation for the August 27 <sup>th</sup> Grand Opening. This network will be loaded with calendar events. He showed us a picture of the newly decorated Lactation Room. Library Staff Member Rana worked with the Kennett’s Mom Club to make it a nice environment. The Grand Opening should be a wonderful event and will include Lenape Tribe Drummers, the Kennett Symphony and Capella Singers. There will also be face painting and Zumba. Eric Roe, who is running for County Commissioner, paid a visit and remarked that our Library is the nicest Public Library. Other visits include Senator Kane, Kennett Consolidated School District (here today), and a Unionville-Chadds Ford School District Leadership Retreat. Trustee Dan Gannon is committed to bringing schools to the Library. There are also scheduled meetings with Representative Sappey on August 24 <sup>th</sup> and another with the County Commissioners. LCH recently celebrated their 50 <sup>th</sup> anniversary at the Library with 1,000 in attendance. He will meet with Stonegates on August 31 <sup>st</sup> . They are interested in sponsoring programs. The Imagination Library now has over 6,200 registered participants. The door count is 2.1 times the old door count for 2022. Tutor rooms are in use. Room bookings go live tomorrow. EDiS just signed up for the first major booking, which will bring in revenue of \$2,000. Jeff reminded Chris to follow up on

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

**Agenda items**

insurance certificates for Room bookings. Chris mentioned that there will be an upcoming series of programs in the Auditorium on Saturdays. The 1 PM time slot will be for adult programs and 10 AM will be designated for kids. Chris shared two customer service stories. A Library patron whose home was devastated in a recent storm appreciates being able to use the Library to do work. Leah reminded Chris that her agency KACS could also provide support and be a resource to storm victims. The other story involves Chris connecting a Pittsburgh teacher who is a recent transplant to Kennett with John Sanville of the Unionville-Chadds Ford School District. Brad thanked Chris for all his efforts.

**COMMITTEE REPORTS**

Finance (Lee) – Lee stated that ending cash for July was just over \$1.5 M. There was a net increase in revenue of \$7,700.00. Total fines & overdue revenue are in line at 52% YTD. Total personnel expense is at 59% of budget. Personnel expenses for July were 9.4% of budget. Chris is projecting that personnel expenses will be high also in August. Chris plans to taper off staff in September in Makerspace and also in Circulation Staff. Lee expects September to be the litmus test on staffing. Library material expense is under budget at 35% YTD. Expect this category to escalate especially with funding for Makerspace. Lee revealed that YTD interest expense for the WSFS Line of Credit is \$176,356. The LOC balance at the end of July 31<sup>st</sup> is \$3,990,795. Lee noted that some of the LOC interest expense may be reimbursable by RACP. He remarked that the CCLS funding model has decreased our funding by over 3.5% from 2022 to 2023. This is difficult to understand considering our capital expense. Lee and Chris have scheduled a Zoom meeting with Joe Sherwood to understand how the funding formula arrived at a decrease. Brad added as a previous Library SAC representative no one understood this formula. He emphasized that we need to understand the principles driving the formula and fix the model. Jeff also agreed that he doesn't understand how County Taxes keep increasing and our funding decreases.

NBC (Brad) – Brad reviewed the successful key milestones of the NBC Committee. Move out was completed from the Old Library on May 31<sup>st</sup>. We received a Temporary Certificate of Occupancy on June 2<sup>nd</sup>. A Preview Campaign Fund Raiser was held June 25<sup>th</sup> followed by the Public Opening on June 26<sup>th</sup>. The Settlement of the Old Library Property was completed June 29<sup>th</sup>. We are looking forward to our Grand Opening Celebration on August 27<sup>th</sup>. Next Brad reviewed the ongoing NBC follow-up and EDiS punchlist. He noted that punchlist items have declined from 950 open items during the months of April and May to 118 open items in August. Brad also reviewed an Operational Checklist which is addressing open issues including everything from 23 lighting items, 4 security related issues, 9 AV system issues, 4 water problems, 2-bathroom items, HVAC, flooring, shades, fire alarm, doors, millwork and exterior work. Besides this checklist, Brad shared that there is another NBC follow-up regarding Makerspace equipment, furniture, property line restoration, and the front entry plaza. Three bids have been received for 6 concrete custom benches. Don Taylor was the contractor selected. The work will take 45 days to complete. Brad disclosed that the construction budget status remains unchanged. Brad closed his report with comments on the project's final cost management. Our project faced headwinds due to the pandemic, supply chain issues, and

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

**Agenda items**

interest charges which doubled. Factors involved in the reconciliation of final GMP contract cost with EDiS include two contingency funds, line items removed from scope, property line restoration costs and retainage. Brad said work still needs to be done and is ongoing.

Capital Campaign (Jeff, Mary) – Jeff updated the fundraising total as of August 14<sup>th</sup> as \$20,325,087. Jeff reported that recently we received \$100K from the Estate of William H. White in memory of his late wife Marlene. There was an additional gift of \$50K from Christina Norland. Jeff shared that Dale Melton continues to work with Greg Bentley to raise the remaining \$1 M for the Terrace. The Campaign continues to focus on several other active prospects. A grant application to the Crystal Trust is in the works. We received a \$4,000 grant from CCRES. Barbara Cairns has been helping the Campaign Committee. Jeff has had conversations with several DuPont charities. We are at the end of the line with RACP waiting for the Kennett Borough to complete their part of paperwork. Jeff has also been busy working on the Tax Referendum for the Borough. He needs 50 households to support the cause. So far, he has sent out 45 requests for support. If the referendum is successful, it would add an extra \$11K to our annual revenue. Jeff is confident that the referendum will have a positive result. Brad thanked Jeff for his efforts.

SAC (Corinne) – Corinne reported that she had attended the recent SAC meeting focused on the budget and the funding formula. This was her first exposure to SAC. She was frustrated that the funding formula is not clear. The meeting was not a forum to get answers or get details. Other meeting participants did not understand the formula also. The lack of clarity resulted in circular discussions. Brad previously served as the SAC Representative and he had the same experience as Corinne. Nobody understands the underlying principles or the model for this formula. We are facing a decrease of \$9,785 despite our significant capital outlay. Brad stated that it is important that the model be fair to all the Chester County Libraries. We may need to initiate a conversation with the County Commissioners about their plans for the next ten years regarding funding Libraries. Brad thanked Corinne for attending.

Personnel (Brenda) – No report.

Communications (Amanda) – The Committee gives quarterly reports, therefore the next report will be given during the September Board meeting.

Friends of the Library (Gail) – Gail reported that the Friends have been busy. They hosted a social on August 3<sup>rd</sup> at the Library. Chris gave a speech and they added more Friends. It is the 14<sup>th</sup> day for the drawing of Shop & Dine. Gail has been calling the lucky winners. The drawings will be complete at the end of the month.

**OTHER BUSINESS**

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

<b>Agenda items</b>
Brad announced that a core team planning meeting for the August 27 <sup>th</sup> Grand Opening will be held tomorrow.
<b>ADJOURNMENT</b>
Barbara Forney made a motion to adjourn the meeting at 6:38 p.m which was seconded by Barbara Bolton, and passed.

Respectfully submitted,  
Margaret Egli, Secretary