

September 19, 2023 Board of Trustees

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

15 present (19 Trustees)-Quorum achieved

Guests: Chris Manna, Mary Hutchins, 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
Brad remarked that the new theme for the Library is transition just like the season. The NBC committee continues to work on operational issues. He is happy to report that new membership has populated the committees. The past months have been very stressful, however what we have achieved with team effort is remarkable.
MOTION TO APPROVE THE AUGUST 2023 BOARD MINUTES
Brad asked for a motion to approve the August minutes. Barbara Bolton made the motion which was seconded by Barbara Necarsulmer, and the motion passed.
DIRECTOR’S REPORT
Chris announced that two college professors have applied for sabbaticals to support the Maker Space. Nanette Dietrich of Millersville and Chris Penny of West Chester University would volunteer their time to advance the sustainability of our Maker Space programs. Both Unionville-Chadds Ford and Kennett Consolidated Schools have sent letters of supports for the sabbaticals. Chris reported that an exciting new program Live Better will be introduced. This initiative was inspired as a direct result of a meeting with the DuPonts. This program will support Health Literacy (one of the Five Literacies) and will tie into measured County and hospital metrics. 1800 visitors attended our Grand Opening. Our Library is proud to house the largest collection of Lenape Nation books. Chris informed us that all volunteers need three clearances, which even includes the Friends. Following up on these clearances will require tracking. The Imagination Library now has 6,850 registrants since November of 2022. After the opening there has been a tremendous increase in computer usage – about 4 times previous. Our Library is the second largest in the system for computer and WiFi use. Due to demand we will add two desktop computers. Catalog computers are coming soon. Chris reported sales of \$500 in T-shirts and \$80 in patches. Room bookings are starting to gain momentum. A recent addition of \$4,500 in room rental revenue is not included in Lee’s financial report. Becca

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Jackson, the daughter of Artist Robert Jackson, will be renting the Auditorium for recording sessions. The Library is in the process of preparing one inclusive package for events which would include the price of our Event Planner, Liz. She has the experience. This would provide a more controlled event with minimal draw on our staff. For all events, there will be an intake form plus a list of approved vendors. Brad recommended that there be tiered choices. Next Chris mentioned a visit to Stonegates, a residential community who wants to help with Maker Space and sponsor ALP in 2024. Listen Anywhere visited the Library and were dazzled and appreciative of our inclusion for the hearing impaired. Chris mentioned the possibility of a closed caption movie night. Chris will attend a training session regarding Federal Grants pertaining to digital literacy at the Pratt Library in Baltimore. Lee mentioned that receipt of Federal funding might involve compliance issues. Chatham will visit the Library.

PRESIDENT’S REMARKS

Brad stated that the Executive Committee meetings are open to all Trustees. The meetings are held on Zoom at 11:00 a.m. every Monday with the exception of the Monday before the Board meeting. Any interested Trustee should contact him and he will provide a Zoom link.

COMMITTEE REPORTS

Finance (Lee) - Lee reported that at the end of August the Library had \$1.4 Million in liquid assets. There was a decrease in operating cash from the end of July until the end of August of \$145K. Total revenue from government/municipalities stands at 70% of budget. Other revenue is about 23% of budget, however Lee expects this to pick up especially with room rentals starting. Total donations revenue is under budget at 46%. Total personnel expense is 70% of budget, which includes 11% just for August. Library materials expense is under budget at 43% YTD, however Lee expects this to escalate. Lee commented that September will be a telling month. The Capital Project/Campaign expenses include YTD interest expense of \$201,694. The WSFS Line of Credit balance is \$3,990,795. The Library owes back to Library Reserves (Schwab account) \$2 Million. On a positive note, Jeff mentioned that New Garden may increase their tax by .2 mil to support the Library. The Story Walk in New Garden was a big hit. RACP will also help with the project costs, however receipt is dependent on Kennett Borough obtaining a bond. Brad added that we are in the exit phase of construction monitoring as of tomorrow September 20th. The next step is the closing report. The total authorization for RACP was \$3.9 M, however Brad estimates that we stand to receive between \$2.4 to \$2.5M. We are pushing, however earliest reimbursement may be November of 2023. We are still waiting for the LSA and Hud grants.

Next Lee reported on the recent Finance Committee meeting. Topics for the meeting included a review of the 403B plan with TIAA, which will involve investment selection, employee education, and establishing best practices. Another topic was the 2022 990 for PA sales tax, which had been accepted and filed. He projects an outlay of between \$3,500 to \$4,000. Brad thanked Lee for leading the committee and making traction with these important financial matters.

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NBC (Brad) – Brad started by reviewing recent project milestones, which included: the August 27th Grand Opening, Front Entry Plaza benches and flower pots scheduled completion end of October, Property Line Restoration scheduled completion end of October, and finally working toward the receipt of Permanent Certificate of Occupancy. Next Brad addressed the EDiS punchlist. Open items have decreased from an April high of 950 to 118 at the end of August. Brad’s expectation is that this list will not go down to zero. Headway continues on the operational checklist. Lighting issues have decreased from 23 down to 8. Two electrical issues still remain at two. Other significant areas are AV systems issues from 9 to 8, water leaks still 4, HVAC from 1 to 3, and fire alarms from 1 to 2. Brad expects this list to go to zero. The Front Entry improvements include 3 flower pots donated by Longwood Gardens plus six benches which should be delivered by mid-October. The Borough is pursuing a County grant to repave State and Willow Streets. Jeff recommends that we obtain their intent to pay for these improvements in writing. Next Brad addressed the final cost management activity which includes a reconciliation of the final GMP Contract cost with EDiS. This reconciliation includes two contingency funds, removal of some GMP line items, property line restoration costs, retainage, and move in expenses. The budget status update as of September 17th is \$22,565,614 which includes the Sinton restoration plan. If we subtract a \$300K contingency fund, then the projected total cost is \$22,300,000. Brad continued that as we sort out maintenance issues, we may need a handyman to assist with ongoing items.

Capital Campaign (Jeff, Mary) – Jeff confirmed that the campaign is officially \$20,350,937. We raised a total of \$145K since last month. This includes a \$100K bequest from William H. White to name a reading spot after his wife, Marlene White. Since the Campaign created a legacy brochure, the White bequest is one of two received. Jeff reported that we are still bringing in groups, which is generating small donations. Jeff distributed a brochure which will be sent to Kennett Square voters asking to vote YES to a tax referendum for additional funding for the Library. If the tax referendum passes, it should bring in revenue of \$58.3K. Jeff is confident that this will pass. Three mailings will be going out recommending voting YES. Brad thanked Jeff for his efforts on this important referendum.

Nominating (Collis, Barbara Forney) – Collis reported that the committee consisting of himself, Barbara Forney (Chair) and Corinne Sweeney are recommending that we support Lenda Carrillo’s application to the Borough to replace RuthAnn Deveney. Barbara and Collis met with Lenda and found that she is very knowledgeable about the community and serves on the KACS and KCSO boards. She attended our June 2023 Board meeting as a guest. Her application would need to be approved by the Borough, likely in October. Collis made a motion to endorse Lenda Carrillo’s application to serve on the Library’s Board of Trustees. The motion was seconded by Barbara Bolton and passed.

Personnel (Brenda) – No report.

Communications (Claire, Amanda) – Amanda delivered the quarterly report. First, she informed us that the committee is comprised of working staff – Laura Archer, Mary Hutchins, and

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Amanda Murphy, plus one Board member Claire Murray and one community member, RuthAnn Deveney (Chair). The committee meets monthly. Current committee projects are the development of a marketing plan and a style guide, and creating a budget. Next Amanda showed us the results of the Digital Foot Print over the last 90 Days. The Kennett Library website had 14,088 visitors with 41,904-page views. The weekly newsletter has 5,814 subscribers. The open rate is 51% versus an industry average of 40%. The click rate of 3% represents a 1% increase. Our Instagram reach is 8,370, which is a 74.9% increase. We have a total of 2,369 Instagram followers. Other social media channels that are developing are YouTube and LinkedIn. The Kennett Arts Festival Facebook page is up 260% in likes. Amanda commented that digital foot prints don't always translate into donations or increase in program attendance, however it does increase our visibility. Increased visibility might indirectly give positive results and benefits.

Friends of the Library (Gail)- Gail was happy to report that the Shop & Dine profit was \$25K versus \$22K last year. The Friends Membership is growing. As of January 2025, the Friends will begin collecting \$25 yearly in membership dues.

OTHER BUSINESS

Mary Hutchins stated that she may need volunteers on Friday, September 22nd from 1:00 until 6:00 to assist with the Arts Festival set-up. Brad noted that now that it is September it is important that Board members start to think about next year's budget process.

ADJOURNMENT

Barbara Bolton made a motion to adjourn the meeting at 6:27 p.m which was seconded by Barbara Necarsulmer, and passed.

Respectfully submitted,
Margaret Egli, Secretary