

October 17, 2023 Board of Trustees

✓ Barbara Bolton ✓ Gail Bowden ✗ Chris Britt ✓ Todd Bruce ✓ Lenda Carrillo ✗ 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

17 present (20 Trustees)-Quorum achieved

Guests: Chris Manna, Mary Hutchins

Agenda items
OPENING OF MEETING/PUBLIC COMMENTS
Brad opened the meeting at 5:01. There were no public comments
PRESIDENT’S COMMENTS
Brad welcomed Lenda Carrillo to the BOT representing Kennett Square Borough.
MOTION TO APPROVE THE SEPTEMBER 2023 BOARD MINUTES
Barbara B made the motion to accept the minutes. Seconded by Barbara F. The motion passed.
DIRECTOR’S REPORT

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Chris gave the Director's report. Several new programs coming up. One called FOCUS, a speaker series organized by a group of parents from UCFSD. Speaker series is geared towards teenage parents. Also, CCDCD will be screening a program called Unzipped regarding homelessness with a panel discussion to follow. Brandywine Red Clay Alliance will be making a presentation regarding the Restoration Plan for the Red Clay Creek.

The Annual Appeal will include opportunities for sponsorships as well as an additional letter describing the opportunities.

West Chester Public Library was sued by an accessibility group alleging that their web site is not ADA-compliant. Staff will consider the Kennett Library website to understand what is needed to be compliant. Will likely have to engage a consultant to evaluate the web site.

Imagination Library registrations continue to increase.

There is a waitlist for ALP. Attendance is up 109%. Hardcopy circulation numbers are up 20-30%. Aside from the district center library (Henrietta Hankin), Kennett Library is the largest in the CCLS system as measured by WiFi access.

November CCLS Board meeting will be held at the Kennett Library.

PRESIDENT'S REMARKS

Brad gave the report of the Executive Committee. Brad reminded the Board when EC meetings take place, what is discussed, and that the EC meetings are open to all Trustees.

COMMITTEE REPORTS

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Finance (Lee) - \$1.23m in cash and liquid securities at the end of September, about \$173k lower than at the end of August. Although currently showing a net operating loss of about \$89k, we expect to make some of that up over the rest of the year. Capital Campaign YTD interest expense must under \$223k, and the balance on the line of credit is about \$4m. Back taxes owed have been paid.

Chris, Jeff and Brad met with Chester County Commissioners at the end of August to discuss how CCLS libraries are funded and how county funds are allocated amongst member libraries.

NBC (Brad) - Major outstanding items are 1) completion of the front entry plaza, 2) restoration of the neighboring property, and 3) obtaining a permanent CO. Operational issue checklist is slowly getting smaller. Water intrusion remains an outstanding issue. Punch list is now down to 101 items; we expect to reduce it to 30 or so, with some financial reconciliation. Total projected cost has not changed (\$22.3m). Still awaiting grant reimbursements from RACP (\$2.5m), LSA (\$799k) and HUD (\$750k).

Capital Campaign (Jeff, Mary) - About \$15k was raised last month. Have a donor willing to provide up \$250k if that amount is matched by other donations by the end of the year. Have applied to Crystal Trust for a \$150k grant. New Garden Township has indicated that they may raise their donation. Referendum to raise tax to support the library will be on the ballot in KSQ on election day. Poll workers are needed; Jeff will send an email seeking volunteers.

Personnel (Brenda) - Brenda is stepping down as chair of the Personnel Committee as of today. Brenda will continue on the board, and as co-chair of the arts committee and mural committee. Brad, on behalf of the board, thanked Brenda for her service. Leah has volunteered to chair the personnel committee.

“Child clearance” needed for anyone who interacts with children participating in library sponsored events. Library policy is being evaluated. Brad asked Leah and the personal committee for a recommendation.

Nominations (Barbara F) - Committee met and is evaluating procedures, etc.

Communications (Claire, Amanda) - No report.

Friends of the Library (Gail) - Planning a holiday meet-and-greet. Friends board is asking for an information regarding ability to sell tickets on line, or obtain membership payments on line. Chris will discuss with Gail.

OTHER BUSINESS

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Collis asked about the outcome of the arts festival as it was rained out. Jeff said that we still made about \$20k from sponsors.

ADJOURNMENT

Barbara B made a motion to adjourn the meeting at 6:26 p.m which was seconded by Barbara F, and passed.

Respectfully submitted,
Margaret Egli, Secretary