

***December 19, 2023 Board of Trustees***

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

*15 present (20 Trustees)-Quorum achieved*

Guests: Chris Manna, Mary Hutchins, Amanda Murphy and Geni Chariker

<b>Agenda items</b>
<b>OPENING OF MEETING/PUBLIC COMMENTS</b>
Brad opened the meeting at 5:01 p.m. There were no public comments.
<b>PRESIDENT’S COMMENTS</b>
Brad remarked that we have a full agenda so he encouraged efficient discussions. He noted that previously he had emailed Trustees a listing of Committee assignments and responsibilities. The goal is to coordinate efforts and fine tune deliverables for the new year. He complimented Lee, Finance Committee Chair, on his format for that committee. He reminded us that Board tasks will be transitioning in January 2024. Brad asked Barbara Forney, Chair of the Nominating Committee, to address upcoming changes regarding Board positions. Barbara acknowledged and thanked Board members who will be retiring in 2024 for their contributions of time, talent and treasure. The four retiring Trustees are Gail Bowden, Michael Guttman, Chris Britt and Jeff Yetter. There is a pending nomination of Patti M. Miller, who would serve as a Trustee for Kennett Township. Besides the endorsed Kennett Township candidate, the Nominating Committee has also received 2 additional self-nominations for open Board positions. The Committee is collaborating with our eight municipalities to insure future Trustees are aligned with our mutual goals and objectives. She added that her Committee is also in the process of preparing the slate of Officers for 2024. This slate will be presented at the January 16 <sup>th</sup> Reorganization meeting.
<b>MOTION TO APPROVE THE NOVEMBER 2023 BOARD MINUTES</b>
Brad asked for a motion to approve the November minutes. Corrine Sweeney made the motion which was seconded by Barbara Forney, and the motion passed.
<b>DIRECTOR’S REPORT</b>
Chris reported that there was a full house for the Winter Warmth Concert. 150 attended in person and 200 watched online. Chris was happy to announce that the Kennett Library is at the top in computer usage of all the CCLS Libraries. Our usage is five to six times the old Library usage. The laptop vending machine is being used. Next Chris highlighted work around events to be held at the Library. Cat Stenta is leading this process. The Events team is working on a

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

**Agenda items**

master sheet, a private events contract, establishing packaging pricing and room booking rules, and also preparing a vendor suggestion list. There will be a division between private events and room bookings. Chris displayed a slide of a sample event which was a child's party. The proposed price for this package is \$595 which includes a two-hour rental. Chris is projecting that the details around events and room bookings should be ready for presentation to the Board at the January 2025 Board meeting. Chris responded to questions from the Board regarding pricing. He noted that the \$595 rate was lower than what was being charged at other Libraries. Chris announced the Howard Pyle opening in our Art Gallery, which received attention in a Chester County Press article. The next point was the success of the Imagination Library. 7,447 children have been registered since November of 2022. Another program that Chris highlighted is the Kennett Consolidated School District Pathways Program. Two student interns will participate in film/video editing starting in the 2024 Spring Semester. The KCSD wants to expand their partnership with the Library regarding Summer Learning for first to fifth graders. KCSD will use the five literacies as a basis. Students will receive credit for participation on Bean Stack. Chris itemized all the recent great meetings, collaborations and happenings at the Library. Local Democrats and Republicans held a joint civic literacy program on December 5<sup>th</sup>. SCORE will hold two meetings in the Library on December 20<sup>th</sup> & 23<sup>rd</sup>. Citadel Bank visited on the 12<sup>th</sup> regarding a grant. The Friends hosted a meet and greet on December 8<sup>th</sup>. Upland families held an event on site on December 9<sup>th</sup>. The Davenport Family Foundation visited on the 11<sup>th</sup>. The Live Better Committee held a meeting on December 7<sup>th</sup>. Chris ended his report with the Customer Service of the Month. Chris is proud that our Library has the largest collection of French books. High Schools are sending their students to our Library for French books. Chris anticipates that our collection will continue to grow.

**PRESIDENT'S REMARKS**

Brad noted that the Executive Committee meetings are open to the full Board. Brad continued that the Committee will focus on 3 special topics in 2024. This includes 1) updating our strategy; 2) defining a three-year development plan; and 3) transitioning the New Building Committee into the Building Operations Team. Brad will ask for volunteers to serve on these various Task Teams.

**COMMITTEE REPORTS**

Finance (Lee) - Lee began with the 2023 budget summary. Lee projected the budget deficit for 2023 as \$280K, however the year to date could be closer to between \$250K to \$240K depending on donation revenue. Thus far our donation revenue for December is \$100K. Lee reminded us that 2023 was a hybrid year as we transitioned from the Old Library to the New Library. We were unable to maximize full revenue potential. He expects that revenue especially from event and room bookings and fundraising will catch up in 2024, however it will take work. He provided background on the budget process. Besides himself, Jeff, Brad, and Chris were involved in the process. Fortunately, we had a profit of \$90K in 2022. Lee summarized our position by saying that longterm retained earnings will pay for this year's loss. Looking ahead, Lee emphasized the importance of fundraising plus controlling payroll and

**Agenda items**

personnel related costs, our biggest expense. Chris added that we need to operate as lean as possible and control costs for Q1 and Q2. We should hope for the best but plan for the worst. Brad in review stated that our two biggest misses were revenue and payroll expense. Retained earnings provided a buffer for 2023, however going forward we need to have a solid plan and have a full understanding of spending. Brad mentioned that an additional source of revenue for 2024 would be the PA EITC tax credit. Mary will talk about this program later. Lee turned to the presentation of the Draft 2024 budget. He is projecting that the deficit for 2024 will be \$68K. Brad is hopeful with careful planning that the budget will be balanced in 2025. Prior to asking for a motion to approve the 2024 Draft Budget, Lee asked for questions and discussions.

Executive Session -Due to the sensitivity of some budget issues, Brad made a motion to close the meeting and open an Executive Session at 6:23 PM. Corrine seconded the motion. This Executive Session was ended at 6:38 PM when Corrine made a motion to close it, which was seconded by Loren. The business meeting was reopened.

After the Executive Session, Lee moved that we accept the 2024 draft budget presented with the revision of a \$25,000 increase in payroll related expenses resulting in a projected 2024 deficit of \$93K. Jeff seconded the motion and the motion passed.

NBC (Brad & Loren) –Brad reviewed key milestones. We are adding a railing on the Front Entry Plaza to the north side of the pedestrian steps with a donation by MDavis. The main remaining operational issues involve doors and water leakage. Brad remarked that there is a problem with the two terrace doors. EDiS and RRMM are assisting to resolve this issue. Brad noted there are still 25 outstanding items with EDiS, which has been worked down from 1,100. The property line restoration is complete. The budget landing for the project is unchanged at \$22.3 Million. Brad reported that there was a \$381K reduction in what is owed to EDiS due to refunds of unspent contingency funds. Brad next addressed final cost management activity which includes reconciliation of GMP Contract Cost with EDiS after 25 open items are resolved, final payment to Corporate Interiors, and final payment to HSI. Brad next followed up on the status of pending grants. We have qualified for \$2.5 Million in RACP funds. The Governor’s Office was engaged to escalate review priority. The Borough must secure adequate bond insurance for receipt of the funds. Additionally, the Borough’s signature is necessary on the Payment Reimbursement Form. Brad is hoping that we receive these RACP funds in January. We have previously been approved for a \$799K LSA grant with the good news that our \$349K shelving expense qualifies for reimbursement. Brad anticipates reimbursement of the LSA grant in February of 2024. There is also a pending HUD grant in the amount of \$750K.

Capital Campaign (Jeff, Mary) – Jeff reported the campaign has officially reached \$21 Million. The Campaign continues to receive an increase in donor advised contributions. The Committee is focusing on 6 key potential donors. Foundations are also an important part of the strategy. Jeff recently met with Brad DuPont who sits on several foundations. Peter Kjellerup brought in the representatives from the Davenport Family Foundation for a tour of the New Library. New

**Kennett Library  
Board Meeting Minutes**

**Agenda items**

Garden has indicated interest in making a capital donation. Mary sent a letter to all Townships requesting help closing the campaign. As a result, Pennsbury Township donated another \$5,000. Jeff is recommending future tax referendums for small millage increases. Mary explained how the PA Department of State EITC program could generate good revenue for the Library. First, we need to be approved. Once we have been accepted an analyst will be assigned to us. Next, we can solicit businesses to participate. Not all businesses will be accepted into this program. A business must submit their application by July 1<sup>st</sup>, but not all businesses will be accepted. Accepted businesses can donate sixty days later. According to this timeline, the earliest that the Library could receive donations is after September 1<sup>st</sup>. Mary reported that Upland School was accepted into this program and as a result raised significant funds. Lee asked about compliance issues and paperwork. Mary replied that the assigned analyst will help with these requirements. Regarding the Arts Fest fundraiser, Mary announced that last year's event organizer, Carolyn Mostyn, has resigned, therefore we need another leader/volunteer. We are also planning for an additional late spring fundraiser.

Personnel - (Leah) – No report.

Communications (Claire, Amanda) –Amanda provided the quarterly report. The Committee is comprised of three staff members – Laura Archer, Mary Hutchins, and Amanda Murphy. The Board Liaison is Claire Murray. Community Member RuthAnn Deveney is the Chair. The Committee meets monthly to assign action items. Their current projects including developing a budget/ marketing plan, website redesign, and developing the new Library magazine Alice. They continue to work on a style guide which includes social media policy and poster guidelines. Amanda explained that Alice is a quarterly magazine focusing on Library events, happenings, and programs. Landhope Farms stepped up to be one of the first sponsors. Amanda emphasized that Alice is a physical magazine as opposed to digital. Next Amanda addressed budget needs which include obtaining sponsorship for Alice, \$20K grant for a new website, plus covering costs for other advertising opportunities, printing needs, and Orange boy a new marketing tool. The Committee tracks stats every 30 days for the website, weekly newsletter and social media. Amanda reported good stats. From March of 2023 until December 2023, website visitors increased from 8,173 to 11,409. In the month of September preceding our Grand Opening, website visitation was at an all-time high of 24,425. Amanda revealed that the newsletter open rate is 51%. We now have 3,985 followers on Facebook. She emphasized that these stats help us understand what is working and what isn't and how we can adapt. The Committee's goal is to increase the visibility of the Library. Increasing visibility does not guarantee higher donations, however it could indirectly be a positive influence on giving.

Friends of the Kennett Library –(Gail)- No report.

**OTHER BUSINESS**

Brad mentioned that there was no SAC report at this time

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

<b>Agenda items</b>
<b>ADJOURNMENT</b>
Barbara Bolton made a motion to adjourn the meeting at 7:23 p.m which was seconded by Brenda Mercomes.

Respectfully submitted,  
Margaret Egli, Secretary