

**January 16, 2024 Board of Trustees**

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

*13 present (16 Trustees)-Quorum achieved*

Guests: Chris Manna, Mary Hutchins, Jeff Yetter, Chris Britt, and Patti Miller

<b>Agenda items</b>
<b>OPENING OF MEETING/PUBLIC COMMENTS</b>
Brad opened the meeting at 5:05 p.m. Retiring Trustee Chris Britt asked permission to make a statement. He was incredibly impressed with the dedication and commitment of this Board. He was proud to be a member of the search committee which hired Chris Manna. Chris is also impressed with Chris Manna. Although he is rotating off, he will continue to volunteer his time to the Finance committee.
<b>PRESIDENT’S COMMENTS</b>
Brad extended his appreciation to retiring Board Members: Chris Britt, Gail Bowden, Michael Guttman, and Jeff Yetter. He was pleased to announce that one of the retiring Board Members has earned the distinction of the title Trustee Emeritus. Jeff earned this honor due to his many contributions of time and talent. Margaret added a quote relevant to volunteerism: “Volunteers don’t get paid, not because they’re worthless, but because they are priceless.”
<b>MOTION TO APPROVE THE DECEMBER 2023 BOARD MINUTES</b>
Brad asked for a motion to approve the December minutes. Barbara Bolton made the motion which was seconded by Barbara Forney, and the motion passed.
<b>DIRECTOR’S REPORT</b>
Chris reported that Volgistics, volunteer software, will soft launch next week. Chris credited Longwood with recommending this software and helping train our Staff. Next Chris talked about help for small businesses. There will be a work force development symposium held in the Library with six agencies present. This symposium is centered around West Chester bringing help to Southern Chester County businesses. Chris has enlisted First Ascent Design to help small businesses start websites. The next topic was year end circulation numbers. Chris was pleased to report that our Wi-Fi usage is 4 times last year. Chris announced another grant was approved involving a collaboration with Drexel University. This grant supports digitization and historical research. There will be a Gallery presentation showcasing this in June at the Library. The grant was funded through the Academy of National Sciences. Chris reported that the Imagination Library has 7,588 children registered. This represents a 26.15%

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increase in those who are eligible. Chris reported another success which is KCSD Pathways. During the Spring Semester, two students from KCSD will be selected and intern in film/video editing. Their goal is to make a commercial for the Library. KCSD also wants to expand the partnership with the Library with Summer Learning for 1-5 and 6-8 grades. KCSD will sponsor the programming. Due to the widespread power failure on January 10<sup>th</sup>, the Kennett Library was packed because the KL had power. Chris is sure that the Wi-Fi usage will be off the charts. Chris next reported on visits to the Library. The Democrats/Republicans will host a movie series to promote civic literacy. Chris was interviewed by Upland students on January 5<sup>th</sup>. KCSD Summer programming planning starts at the end of January. A Jazz Festival meeting will be held at the Library January 17<sup>th</sup>. Library Reps meet with the Longwood Foundation on January 18<sup>th</sup>. There is a meeting scheduled with There DuPont on the following day the 19<sup>th</sup>. Preliminary work begins with Drexel and Millersville Universities on the 22<sup>nd</sup>. The Library will make a presentation to New Garden Township the evening of the 22<sup>nd</sup>. Chris will be making a presentation to Kendall Crossland's on January 30<sup>th</sup>. The Kennett Symphony reached out. Scudder Stevens will fund a presentation. Chris recently joined the CCLS Legislative Board. Brad thanked Chris for his tireless efforts to promote the Library.

Finally, Chris shared his Customer Service Story of the Month. Max a Maker Space staffer taught Chris' son Alex how to build a computer. Brad said that he continues to be awed by the scope of our services.

**PRESIDENT'S REMARKS**

Brad advised that any Trustee is welcome to join the Executive Committee meetings held every Monday. The Zoom meetings will continue to be held Monday morning at 11:00 AM. The EC Committee however does not meet on the Monday morning prior to the Board Meeting. In other news, CCLS notified us that a local author who donated two books to our Library has filed a civil complaint regarding the later disposition of those books. Brad remarked that our Library did follow its collection policy and the Library will respond accordingly. Brad will keep us updated.

**COMMITTEE REPORTS**

Finance (Lee) – Brad noted that Lee was unable to attend tonight's meeting. He will provide an email update to Trustees later.

NBC (Brad & Loren) – Brad reviewed key milestones. The Front Entry plaza is not complete. The exterior railings of the Library will require re-work. It has come to the attention of the Building committee that these railings don't extend far enough and as a result don't meet code. EDiS will be addressing this issue. Brad reported that ongoing building issues under review include lighting and carpet seams. The punch list has been reduced from 1,100 to 25 with the goal of zero. Brad is pleased that the building budget status is unchanged at \$22.3 Million. Final cost management encompasses reconciliation with EDiS punchlist items, final payment to Corporate Interiors and HSI. Next Brad addressed grant reimbursement status. The first

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Reimbursement Application for RACP (\$2.5 Million) along with the Construction Monitoring Report have been submitted to the PA Office of the Budget. The Governor’s Office was engaged to escalate review priority. The last tasks -PA approval of Special Conditions - require the Borough to secure adequate bond signature and also Borough signature on the Payment Reimbursement Form. We are awaiting news from PA DCED regarding the status of the LSA grant (\$799K). Due to reimbursement rule changes in late 2021, the reimbursement list needs to be “rescoped”. The HUD grant (\$750K) will be updated accordingly once LSA rulings are provided.

Finally, Brad made a motion that the Library Board approve the Kennett Library Board of Trustees President, Brad Peiper, to authorize a reduction in our maximum loan amount from WSFS from \$7M to (i) \$5M beginning on January 31, and (ii)\$3M beginning on June 30, 2024. Brad provided background for this motion. Brad reasoned that the New Library Project is substantially complete, and there is not an expectation of needing to increase the loan amount beyond today’s outstanding balance of \$4.4M. Brad also explained that this will allow WSFS to expand their credit and accommodate other loans requests. Collis asked if we should wait or condition this on receipt of grants. Brad replied that if there was a need for additional funds, a new loan arrangement at a lower interest rate would be pursued. Margaret seconded the motion and the motion passed.

Capital Campaign (Jeff, Mary) – Mary started with a Capital campaign update. The total raised to date is \$21,124,431 with \$875,569 left to raise. While the capital campaign is winding down, the committee is still cultivating donors and grants to reach the goal. The Challenge opportunity has been extended to January 31. The Challenge has raised \$203K toward our goal of \$250K. A celebration for the Challenge is scheduled for Thursday, February 22<sup>nd</sup>. Next Mary continued with a Development update. The Annual Appeal has raised \$76,843. A grant for operation funds for \$30K was submitted to Crestlea on January 15<sup>th</sup>. The Longwood Grant (capital) final report is due by January 31<sup>st</sup>. We will also apply for an operating grant in March. Collis asked if there had been any major year-end gifts. Mary replied that the Kennett Library received a gift of \$25K in December. Mary revealed that planning has begun for the Kennett Arts Fest to be held September 21/22. Mary is pleased that there is an expanded and robust committee which meets monthly. Brad thanked Mary for the good summary. He emphasized that we want the public to see our focus shift from capital to operating. Jeff continued the report. He said that there are some donors who like to close out the campaign with a gift. Jeff remarked that Pennsbury Township added \$5K to their capital contribution. Besides the January 22<sup>nd</sup> presentation to New Garden, Jeff wants to expand outreach to Newlin, Pocopson and even Pennsbury Townships. Todd Bruce, Pennsbury Board Appointee, volunteered to assist Jeff in outreach to Pennsbury Supervisors. Brad emphasized that revenue is a challenge so we need to have the right attitude. Collis asked about the status of the PA EITC tax credit program. Mary responded that she is hoping to hear the decision on whether donations to the Library will qualify for these credits by Monday the 22<sup>nd</sup>. When we are approved to participate, Jeff added that we will need to solicit businesses. Barbara Bolton recommended that if accepted to participate we should make a presentation to the Southern Chester County Chamber of Commerce.

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Nominating (Barbara Forney, Collis) – Barbara welcomed Patti Miller to our Zoom meeting. Her appointment is pending formal approval of Kennett Township. Once Patti is installed as a Trustee, Barbara mentioned that we still need three more. Two individuals have come forward indicating they would like to serve on our Board. Brad also welcomed Patti. Patti thanked him and remarked that once approved this would be her second round serving on the Board

Personnel (Leah) – No report.

SAC (Corinne) – Corinne reported that she and Chris Manna attended the January 9<sup>th</sup> Zoom session. She mentioned that the meeting lasted only 15 minutes and covered nothing substantive. Chris mentioned that the only agenda item of interest was the \$30K short fall for inter Library loans. Brad added that most Libraries are running a deficit. Identifying new revenue sources is critical.

Communications (Amanda) – No reports. Amanda had provided an emailed Staff report to all Trustees.

Friends of the Library (Barbara Bolton)- Barbara has no report at this time because she has not attended a Friend’s Board meeting. She will attend her first BOT meeting next week.

**OTHER BUSINESS**

Brenda shared that the MLK event on Sunday was a success. The MLK committee showed a film titled “Slavery in the Age of Revolution”, a 50-minute documentary depicting the role England played, which was produced by Oliver Franklin. She thanked Amanda for putting out a news blast prior to the event. As a result, the turnout was good – 75 people showed up. Brenda thanked Amanda and Staff for helping the event go well. Trustees expressed interest in having access to this film.

**ADJOURNMENT**

Barbara Bolton made a motion to adjourn the meeting at 6:25 p.m which was seconded by Corinne.

Respectfully submitted,  
Margaret Egli recording for  
Barbara Necarsulmer, Secretary