

## April 16, 2024 Board of Trustees Meeting

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

*14 present (Trustees)-Quorum achieved*

Guests: Chris Manna, Mary Hutchins, Peter During

<b>Agenda items</b>
<b>OPENING OF MEETING/PUBLIC COMMENTS</b>
Brad opened the meeting at 4:30 p.m. at the Kennett Library. There were technical issues with the zoom feed, apologies to Trustees who attempted to join the meeting but were unsuccessful.
<b>MOTION TO APPROVE THE March 2024 BOARD MINUTES</b>
Brad asked for a motion to approve the minutes. Barbara Bolton made the motion which was seconded by Barbara Forney, the motion passed.
<b>PRESIDENT'S REMARKS</b>
Continued discussion of library staffing with Library Director in Board Executive Session. Determined it was not necessary to amend the budget for Chris to hire more part-time staff as total spending is not expected to increase. Additional part-time staff allows a larger pool to draw from to fill budgeted hours, especially during the summer when three current part-timers are not available. Executive session ended and the meeting was opened to guests.
<b>DIRECTOR'S REPORT</b>
Reviewed Directors report- still lots of issues with the building and equipment. HE estimates he spends at least 25% of his time troubleshooting tech issues, meeting room problems and other building issues.
<b>COMMITTEE REPORTS</b>
Executive Committee- The Board Retreat will be on May 31, assumed to be 9 to 3 at the Library. Topics will include board governance and committee structure, 3-year development plan, use and management of volunteers. We will be seeking a resource to assist. Please email topic selections to Brad. Brad reported that the Civil Complaint has been settled.

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

**Agenda items**

Finance (Lee) – Lee reviewed the financial report and budget with colors showing status vs. budget. The results of the Longwood Foundation grant application will be known soon, which will have a great impact on the financial position for the rest of the year.

Building Operations (Brad & Loren) – Brad reviewed the report including the list of building issues as well as progress on grants. The reproduction of the Harriet Tubman mural should be hung this week and the outdoor mural will soon be in process.

Capital Campaign/Development (Mary) – Reviewed report, we should have word on Longwood foundation grant by end the end of the month. We applied for \$600 K which covers 2 years. Starlight Soiree currently has raised a net of \$25,000, still working toward goal of \$35,000.

Nominating (Barbara Forney)- Nomination of Vicki Gehrt as at large member of the Board for partial term made by Barbara F, Seconded by Collis. All in favor.

Personnel (Leah) – Personnel Committee charter provided and discussed. Approval will wait until next month when the final edited document will be distributed prior to the meeting. A great example for other committees who have not created one.

Strategic Planning (Barbara N.) Governance structure report provided. Request committees to provide or update charter and membership as well as develop goals for the next few years. Starter goals are in the document drawn from prior discussions to give the committees ideas. Please provide these to Barb N by the May 21 Board meeting. Board members are asked to provide any comments on the document to Barb N.

Friends of the Library (Barbara Bolton)- Friends willing to assist with volunteer programs.

**OTHER BUSINESS**

Discussion of how to manage volunteer signups to ease evening staffing shortages. Barbara F has begun helping out and other board members expressed willingness to do so. The library has a volunteer management system, the same one used by Longwood but has not yet integrated a sign-up function. An announcement will be coming soon on how this will be handled.

**ADJOURNMENT**

Barbara F made a motion to adjourn the meeting at 5:59 p.m which was seconded by Barbara B.

Respectfully submitted,  
Barbara Necarsulmer, Secretary