

**Date August 20, 2024 Board of Trustees Meeting**

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

*18 present (Trustees)-Quorum achieved*

Guests: Chris Manna, Mary Hutchins

<b>Agenda items</b>
<b>OPENING OF MEETING/PUBLIC COMMENTS</b>
Brad opened the meeting at 5:02 p.m.
<b>MOTION TO APPROVE THE July 2024 BOARD MINUTES</b>
Brad asked for a motion to approve the minutes. Barbara Forney made the motion which was seconded by Barbara Bolton, the motion passed.
<b>DIRECTOR’S REPORT</b>
<p>Highlights from the Director’s report:</p> <p>Note that the Workforce Development Event on Sept. 11 is a paid event, including a career fair, resume help, translators and transportation from other parts of the county.</p> <p>Last Wednesday was the final evening of the KCSD food distribution feeding 591 families. The school district is considering offering this during Thanksgiving and Christmas breaks, Chris will bring Leah and KACS into the discussion to coordinate efforts.</p> <p>The draft letter to Mr. Bochanski was reviewed and several suggestions offered, Chris will edit accordingly. A motion to approve pending legal review was made by Barbara B and seconded by Will.</p>
<b>PRESIDENT’S REPORT</b>
<p>Brad reviewed the Executive Committee Report</p> <p>Brad reminded the Board of its duty of confidentiality in all communications not already public knowledge, specifically noting the issue of the email reporting Chris’s meeting with county commissioner Josh Maxwell. The distribution of this clearly violates that duty. Since we receive many communications from the library, those which are Board only communications will be labeled clearly to differentiate from public informational topics. Also please be mindful of the distribution list used. Barb N will send the most recent Trustee directory and email list. It was also suggested that we clarify the roles and responsibilities of Emeritus positions in respect to communications.</p>

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

**Agenda items**

**COMMITTEE REPORTS**

Finance (Lee) – Lee reviewed the first two quarters’ financial reports and discussed the Finance Committee meeting on July 31.

- The Finance committee is working on Accounting and Investment Policies. Of particular importance are identifying items for which CCLS is responsible and our role in relation to those as well as those for which the Library bears primary responsibility. The Finance committee will bring policies back to the board at the next meeting.
- The Budget process for 2025 will begin in September. Chris will ask his team to propose their budgets. Staffing plan is big piece to be worked out in coming months.
- The Finance Committee charter and strategic initiatives was reviewed and discussed- motion to approve by Collis, Second by Pattie, all in favor.

Building Operations (Brad & Loren) – Brad reviewed the report, noting that he responded to the latest information request. Rep. Sappey’s office is trying to help move the processing along.

Advancement/Development (Mary) – reviewed the Development Report. They are working on an informational and marketing piece for the EITC program. This will include a disclaimer suggesting that those interested should contact their tax professional.

Personnel Committee (Leah) They are working on an employee handbook to send to Chris for his review.

Communications (Claire) This team has evolved from a board committee supplemented by staff to a working group of staff with board and Community participation that reports to the Executive Director. The team presented its goals and operational guidelines. A Board member represents the Board in the group and serves as a liaison.

Friends of the Library (Ann Coleman)

- They are doing a survey of their members to assess their interests and working on a more robust package the benefits of being a “friend”.
- The group currently hosts art openings, does the shop and dine fundraiser and assists with the Arts Festival.

**OTHER BUSINESS**

**ADJOURNMENT**

Barbara B. made a motion to adjourn the meeting at 6:45 p.m which was seconded by Barbara F. All in Favor

The next meeting is scheduled for September 17 at 5:00 pm.