

## **Date September 17, 2024 Board of Trustees Meeting**

✓ Barbara Bolton ✓ Todd Bruce ✓ Lenda Carrillo ✓ Margaret Egli ✓ Barbara Forney ✓ Dan Gannon ✓ 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

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*all 18 present (Trustees)-Quorum achieved*

Guests: Chris Manna, Rana Sakr, Joe Sherwood, Tony Talbot

<b>Agenda items</b>
<b>OPENING OF MEETING/PUBLIC COMMENTS</b>
Brad opened the meeting at 5:00 p.m.
<b>PRESIDENT’S COMMENTS</b>
<b>MOTION TO APPROVE THE AUGUST 2024 BOARD MINUTES</b>
Brad asked for a motion to approve the minutes. Barbara Bolton made the motion which was seconded by Barbara Forney, and the motion passed.
<b>GUEST PRESENTATION</b>
Joe Sherwood, Executive Director of the CCLS Library System made his annual visit to the Kennett Library as part of his policy of visiting each library in the system over the course of the year. <ul style="list-style-type: none"> <li>• He addressed the budget- total funds from the state are flat. He has requested an increase from the county.</li> <li>• The distribution of funds per library has been released by SAC</li> <li>• Covered the many personnel changes within the system</li> </ul>
<b>DIRECTOR’S REPORT</b>
Highlights from his report: <ul style="list-style-type: none"> <li>• The NPR program on immigration was standing room only. Well received and full of objective information on key topics.</li> <li>• The first in the artist series sold 70 tickets. The next will feature best selling author and Tom Clancy ghostwriter Mike Woodward who will debut his new book on Nov 12. Quite a coup!</li> <li>• As a follow up to the KASD summer feeding program we are working with KACS and the school district to offer winter holiday programs.</li> </ul>

**Kennett Library**  
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**Agenda items**

Rana Sakr presented the goals and activities of the Live Better Health Literacy Program which provides access to trusted health information.

- Partners include Chester County Hospital system and Christiana care, topics are those identified by hospital system as those most strategically important.
- Rana provided information on programs offered this year and those planned for the future. Anyone interested is welcome to attend the Live Better public meeting that runs every first Thursday of the month at the library and over zoom. [Live Better Monthly Meeting - LibCal - Chester County Library System](#)
- Rana's presentation is attached.

**PRESIDENT'S REMARKS**

Brad covered the executive committee report

**COMMITTEE REPORTS**

Finance (Lee) –

- Monthly financials will be sent out by email in the next week.
- Lee presented the Accounting Policies and Procedures document which has long been needed. The draft presented has been reviewed and approved by the finance committee. Margaret made motion to approve, Loren seconded. All in favor. Many thanks to Lee on this extensive effort!
- The budget process was explained- Chris has developed a draft and the first meeting is scheduled for September 24 at 1:00. All trustees are invited to participate.
- Briefed the board on the earlier meeting with Jed Silverston, head of the SPE we have used for the EITC program. Those in attendance noted that he has made the process easy. And while there is an 8% charge, we have not identified other equally qualified entities. Jed and Mary are working in informational materials which will include the disclaimer that interested parties should contact their tax professional.

Building Operations (Brad & Loren) –

- Brad reviewed the report and the list of open items to complete or repair.
- As noted last time the RACP grant has been split into 2 parts. He received notice today that the Budget office has approved part 1 of \$ 2.4 million, These funds will be released via electronic transfer to the borough who with then transfer them to the Library. The office of the comptroller says this will take 6 weeks or so.

Capital Campaign/Development (Mary) – Report provided

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**Nominating (Barbara Forney)**

- Working on Board Orientation Materials – these are being stored in the Board section Google drive. All board members are urged to get familiar with the drive and how to access.
- The committee is interviewing excellent candidates for Board membership and officer roles.

**Personnel (Leah)**

- The team is working on a draft of an employee handbook which will be provided to Chris for him to choose material he wants to adopt. Hoping to have to him by end of October.
- Leah needs to recuse herself as chair of this committee due to work time constraints.
- The Board very much appreciates all she has done to create the personnel committee charter and then move its objectives forward. Anyone interested in being chair should contact Brad.

**Friends of the Library (Barbara Bolton)**

- This group is working to energize its members and is becoming a cohesive enthusiastic organization. They have a new Facebook page and are looking for ways to engage its membership.

**OTHER BUSINESS**

**ADJOURNMENT**

Barbara B. made a motion to adjourn the meeting at 6:30 p.m which was seconded by Barbara F.

The next meeting is scheduled for October 15 at 5:00 pm. Due to events at the library this meeting will be totally virtual.

Respectfully submitted,  
Barbara Necarsulmer, Secretary