

January 21, 2025 Board of Trustees

✓ Barbara Bolton X Todd Bruce ✓Lenda Carrillo ✓Peter Doehring ✓ Barbara Forney ✓Dan Gannon ✓Vicki Gehrt ✓Mandy Lake ✓ Will Majarian ✓Pattie Miller X Claire Murray X Barbara Necarsulmer ✓Leah Reynolds X Lee Sausen ✓Corrine Sweeney ✓Tony Talbert ✓Collis Townsend

13 present (17 Trustees)-Quorum achieved

Guests: Chris Manna, Leonie Kolvenbag

Agenda items
CALL TO ORDER/PUBLIC COMMENTS
Collis (new president) opened the meeting at 5:11 p.m.
APPROVAL OF DECEMBER 2024 BOARD MINUTES
Collis asked for a motion to approve the December minutes. Corinne Sweeney made the motion which was seconded by Barbara Forney. <u>The minutes of the December 10, 2024 Board meeting were unanimously approved.</u>
DIRECTOR’S REPORT
Chris reported that he will be making future Board presentations via video, which will be posted to Google Drive. He reported that in 2024 \$100,000 were raised above the goal. The movie premiere of “Cabrini” will be held on February 23, 2025 and expected to be well attended. Added that during the Winter break 25 families showed up for food. Tables for the Spring Soiree planned in April have sold out and individual tickets are selling fast. Chris is participating on the Kennett Consolidated School District’s strategic planning committee.
PRESIDENT’S REPORT
Collis reiterated the importance of reading all materials before board meetings and asked all Board members to confirm they have access to Google Drive. Collis’ three goals are: 1. Fiscal Responsibility 2. Quality of Programs and 3. Gratitude.
COMMITTEE REPORTS
Treasurer & Finance Committee: (Lee) was not present. It was noted the projected \$28,000 Deficit was \$68,000 less than had been budgeted and should be considered a success. Chris noted there were additional year-end gifts made as part of the EITC program, which will not be reported by CCLS due to policy restrictions, but which would have given us an actual surplus. Dan congratulated Chris for his overall budget performance.

Agenda items

Collis Townsend and Daniel Gannon have been accepted by the Board as President and Vice President, respectively, for terms beginning January 2025. According to Kennett Library's Accounting Policy and Procedures, Collis and Dan are now authorized to become signers of the Library's WSFS Bank accounts (ending x5147 and x5885) and Charles Schwab accounts (ending x3592 and x9363), replacing Brad Peiper and Loren Pearson.

The Library is looking for a book keeper (part-time) at least 10 hours per week (job description posted). Will asked if 10 hours is enough for this role? Chris replied at this point the job is processing funds to and from CCLS. In 2026, it is possible the Library will discontinue using administrative services with CCLS and handle in-house. Lee has notified the Board that he will be stepping down as Treasurer in March/April 2025.

Building Committee: Will is now the chair of this committee. Brad will continue to work on specific projects, including the flag installation, the terrace doors and the auditorium (sounds/acoustics). Brad will also continue to manage the RAC-P grants, and has an on-site inspection coming up required to release the remaining funds of \$300,000.

Communications Committee: No report given. It is expected that Rob Gallagher will succeed Claire Murray as the Board's ongoing liaison to the Communications Committee.

Development Committee: Mary was not present to do report. It was reported by Tony Talbert that the goal is to raise at least 1 million every year. The goal is to tie the systems, increase cultivation of donors, and identification of new donors too. Another goal is to increase donors thru EITC.

Nominating Committee: Barbara Forney presented two nominations. Amanda Lake was introduced as the new Borough representative, succeeding Branda Mercomes. The Board unanimously accepted her, for a term expiring in 2027. Rob Gallagher was proposed as an at-large representative. The Board unanimously elected Rob, for a term ending in 2027. Separately, Collis reported that Claire Murray had tendered her resignation from the Board for personal reasons. The Board unanimously thanked her for her service.

Personnel Committee: Dr. Vicki Gehrt acknowledged prior Leah's efforts on the personnel committee. Dr. Gehrt added that she and the team are working on editing the personnel book along with all the policies. It was suggested that the committee be the repository for all Library policies and procedures. The next meeting will take place on Friday, January 31st at 8:15am in the Library.

Programs Committee: Peter was formally asked to act as liaison to staff in this area. He was excited to see the different programs that the Library has to offer and could offer in the future. Chris mentioned that he hopes to come up with an assessment that can measure program outcomes in the future.

Agenda items

Friends of the Library (Barbara Bolton)- reported that there are 182 friends of the Library, but most are older adults, so they are looking for younger people to join. One of the things that they are working on is to bring value to joining the Friends of the Library and they are doing a free “Friends Only” event in Astronomy on the terrace in February.

DISCUSSION TOPIC – VISION SESSION

Collis presented an Organization Chart and projected 2025 & 2026 activities in detail. The intent is to continue the transition from an internally focused “working” Board to an externally focused “policy” board. He especially noted the need to develop our base of programs in a cost-effect, yet impactful manner. There is a tremendous amount of work to be done!

Mandy asked if there is a current Strategic Plan, Chris responded that there is the beginning of one based upon the 2024 Retreat materials, recap and attached meeting materials. Collis suggested an ad hoc Committee be formed to formalize the process and to meet the Longwood Foundation’s requirements.

ADJOURNMENT

Barbara Forney made a motion to adjourn the meeting at 6:05 p.m. which was seconded by Corinne Sweeney. Next meeting Tuesday, February 18th at 5pm.

Respectfully submitted,
Lenda Carrillo recording for
Barbara Necarsulmer, Secretary