

Kennett Library
Board Meeting Minutes

October 21, 2025 Board of Trustee Meeting

✓ Barbara Bolton xTodd Bruce ✓ Lenda Carrillo ✓Peter Doebling ✓ Barbara Forney xDan Gannon ✓ Rob Gallagher ✓Vicki Gehrt ✓Kari Jarmuz ✓Mandy Lake ✓ Will Majarian xPattie M Morgan Miller ✓ Barbara Necarsulmer ✓ Lee Sausen xSharon Smith✓ Corrine Sweeney xTony Talbert ✓Collis Townsend ✓ Chris Wilkins

13 present (17 Trustees)-Quorum achieved

Guests: Chris Manna

Agenda items
CALL TO ORDER/PUBLIC COMMENTS
Collis opened the meeting at 5:01 p.m.
APPROVAL OF SEPTEMBER 2025 MEETING MINUTES
Barbara B. made a motion to approve the September meeting minutes which was seconded by Barbara F. All in favor.
DIRECTOR'S REPORT
<ul style="list-style-type: none"> • Book Challenges continue. We are working in cooperation with KCSD to formulate canned responses via email/letter. • Staff are working through the Personnel Manual and the Crisis Plan. Will be practicing various situations. • Fundraising events continue both directly and indirectly. We need to close out the year strongly. • We will be hosting the Mayoral debate, reinforcing our non-partisan policy of providing opportunities for both sides to present. • CCLS letter on data breach now available.
PRESIDENT'S REPORT
<ul style="list-style-type: none"> • Collis notes the importance of reviewing reports before meetings including Chris's full presentation which is available on the shared drive. • Meeting Thursday with CCLS Board chair prior to CCLS board meeting to review progress and address questions on our 12% plan.
COMMITTEE REPORTS
Finance Committee: (Lee Sausen) Reports provided. <ul style="list-style-type: none"> • End of 2025 seems on track vs budget so far, although we need to pay attention to development and finish the year strong.

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- RACP funds received and more due at closeout which pays down the WSFS Line of Credit. Many thanks to Brad for his continued efforts.
- Transition from 403b to 401K has been painful
- Finance Committee to meet Oct. 30 to review first draft of 2026 budget.

Building Committee: Will Marjarian)

- PECO Electric Rate contract expires in December, need to consider what to do.

Nominating Committee/Governance: (Barbara Forney)

- We will need someone from Pennsbury Township in January, please send along any ideas.
- We will also need people with skills for building and nominating committees.

Development Committee: (Shannon)

- On track to meet objectives for 2025. Working hard on EITC.

Personnel Committee: Report provided

- Policies and job descriptions the current focus.

Programming Committee: Report Provided. (Peter)

- Focus is on using Strategic Objectives to guide decision making.

Communications Committee: Report Provided. (Rob Gallagher)

- Guidance needed on Website plan- RFP is in progress. What is budget? What specific features do we need that we do not currently have as this will guide the RFP.
- The brand identity comes first and the team is not happy with graphic representation of brand identity we have seen thus far.

Strategic Planning: (Mandy Lake)

- The version presented incorporates comments since last meeting. Any suggestions for things to consider that do not fit with the current plan are saved for the future.
- This plan has a limited scope but includes all the items required for the upcoming Longwood Foundation grant application.
- We define where we want to go and they will consider what we need to do to get there.
- Such as -build out the development office and improve web and communication capabilities.
- As we move into implementation stage we will need to define what success looks like and develop measurable objectives.
- Motion to approve by Barbara B, Second Barbara N. all in favor

Friends of the Library (Barbara Bolton)-

- What is the board's role regarding this group? How do we work cooperatively?

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DISCUSSION TOPIC –
<ul style="list-style-type: none">• Executive Session to continue discussion of Board roles and responsiveness
ADJOURNMENT
Barbara Forney made a motion to adjourn the meeting at 6:55 p.m. which was seconded by Barbara B. Next meeting Tuesday, November 11 at 5pm.

Respectfully submitted,
Barbara Necarsulmer, Secretary