



Kennett Library Board of Trustees February 17, 2026 Meeting Minutes

TRUSTEES IN ATTENDANCE:

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|---|---|---|
| <input checked="" type="checkbox"/> Collis O. Townsend,
President

<input checked="" type="checkbox"/> Chris Wilkins,
Vice President

<input checked="" type="checkbox"/> Sharon Smith,
Treasurer

<input checked="" type="checkbox"/> Amanda Lake,
Secretary | <input checked="" type="checkbox"/> Barbara Bolton

<input checked="" type="checkbox"/> Mark Bowden

<input checked="" type="checkbox"/> Todd Bruce

<input type="checkbox"/> Lenda Carrillo

<input checked="" type="checkbox"/> Peter Doehring

<input type="checkbox"/> Barbra Forney

<input type="checkbox"/> Robert Gallagher | <input checked="" type="checkbox"/> William Gallen

<input checked="" type="checkbox"/> Daniel Gannon

<input checked="" type="checkbox"/> Vicki Gehrt

<input checked="" type="checkbox"/> Nicole Grebloskie

<input checked="" type="checkbox"/> Kari Jarmuz

<input checked="" type="checkbox"/> Corrinne Sweene |
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Guests:

Chris Manna, Executive Director; Shannon Morel, Development Director; Amanda Murphy, Communications Director; Lee Sausen, Former Treasurer

CALL TO ORDER AND PUBLIC COMMENTS

Collis called the meeting to order at 5:01 pm at the Unionville District Center. There were no public comments.

SECRETARY’S REPORT - Amanda Lake

Mandy made a motion to approve the December 2025 BOT Meeting Minutes, January 2026 BOT Meeting Minutes, and the January 2026 Reorganization Meeting Minutes.

First: Corrine Sweeney	Second: Chris Wilkins	<input checked="" type="checkbox"/> All in favor.
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PRESIDENT’S REPORT - Collis Townsend

The order of the agenda was revised to accommodate the guest speaker’s time constraints and additional meeting obligations.

TREASURER’S REPORT - Sharon Smith

Lee Sausen discussed the 2025 Year End Financial Notes, as well as the 2025 Q4 Kennett Library Balance Sheet. Both reports were posted in the shared Board Drive. Sharon presented on the file Draft January 2026 Monthly Summary that was shared to the Board Drive. There is a timing issue again this month with CCLS’s reports.

DIRECTOR'S REPORT - Chris Manna

Chris highlighted the information shared in his monthly report. Additional discussion of the unbalanced audit report.

COMMITTEE REPORTS

Executive (Collis Townsend)

The migration project from CCLS financial services to outside financial management services will be led by Collis. Chris Wilkins will fill in for Collis as needed with providing accountability for committees. We discussed the fact that there will most likely be political ramifications to the transition.

Collis also discussed the abbreviation of this month's agenda based on only hearing from committees that submitted reports the Wednesday before the meeting.

Collis made a motion to approve paying off the WSFS balance.

First: Collis Townsend

Second: Chris Wilkins

All in favor.

Finance (Sharon Smith)

Report submitted

Joe Oliver from Edward Jones presented on the library's 401k plan. Joe is the Advisor. The record keeper is TransAmerica. The third party administrator is TAG. The library transitioned from a 403b to a 401k, which requires following ERISA, and the transition was complicated and further exacerbated by CCLS's tech problems in September. Moving forward quarterly education for staff is planned. A new online education platform is also now available for all staff, regardless of their participation in the plan. Staff members are also able to consult with Joe privately at his office. There was discussion about the benefits of the 401k over the 403b, and the status of employees transitioning to the new plan. The Finance Committee's role will be an annual review of the plan with Joe to fulfill fiduciary responsibility.

The Finance Committee is going through a transition, and a report was posted to the Board Drive outlining the work they are undertaking, and what the plans for each month's priority moving forward.. Todd Bruce will take over as the lead of the committee.

Development (Daniel Gannon)

Report submitted

Dan prompted Board and Staff introductions to welcome the new members. Shannon Morel shared some highlights from the Development Committee Report that was posted to the Board Drive.

Communications (Rob Gallagher - Absent)

Report submitted, Amanda Murphy

Amanda Murphy presented an update on the rebranding project, including the final draft version of the new logo. Future steps involve adding color, tweaking the design, and creating different versions of the logo for different situations. Amanda also provided an update on the website designer selection process.

DISCUSSION TOPIC

Chris Wilkins led a discussion about the purpose and structure of committees moving forward. Todd Bruce's report detailing the Finance Committee's goals, plans for future meetings, etc. is an example of the process each committee could adopt to develop their charters and reports. Previous charters have been shared in the Board Drive as starting points, but should be modified to fit the current strategic priorities.

ADJOURNMENT

Collis made a motion to adjourn the meeting at 6:33 pm

Next Board meeting: March 17, 2026 @ 5:00 pm
<https://zoom.us/j/96318006129>

Next EXCOM meeting: March 4, 2026 @ 1:00 pm [CHANGE – X 2/25]
<https://zoom.us/j/97943403053?pwd=Ob3ioTW2qBRe8hcTWw1aioaSbsKrRN.1>

Respectfully submitted,
Amanda K. Lake, Secretary