



LEWES PUBLIC LIBRARY

BOARD OF COMMISSIONERS MEETING

April 12, 2016

Attending the meeting were Board Members Ned Butera, Beckie Healey, Hugh Leahy, Barbara Vaughan and Chanta Wilkinson; also attending were LPL Friends President Candace Vessella; LPL Director Ed Goyda; and Lewes City Councilmen Rob Morgan and Dennis Reardon.

Meeting called to order by Board Chairwoman Beckie Healey at 8:30 a.m.

Building Project Update – Construction Manager Dean Johnson of RY Johnson provided an update. He stated that he does not foresee anything that will hold up the scheduled May 9th completion date.

Approval of Minutes

The minutes of the March 8, 2016 regular meeting and executive session were reviewed. Minor revisions were noted in the regular meeting minutes. Motions were made to accept the regular meeting minutes as revised and the executive session as presented. The Board voted unanimously to approve the motions.

Financial Reports

Treasurer Hugh Leahy presented the financial reports.

Hugh distributed a document entitled *Cost Funding Summary* that noted that the total project cost estimate (to date) is \$11,199,165. This new figure includes costs associated with solar panel installation, landscaping, FF&E, architect fees, etc. The Capital Campaign has devised a very promising plan to raise the remaining \$1,609,296.

Director's Report

For details, see Director's March Report attached.

Friends' Report

Just Between Friends Shop – The FLPL Board is recruiting volunteers for the shop by holding information sessions. Staff will also get training on some of the store's equipment, but FLPL will not rely on the staff. In the end, there will need to be 40 volunteers per week to operate the shop.

FLPL Intern – In partnership with Cape Henlopen High School, FLPL has an intern, Hannah Lowe, who has designed a tee shirt that will be produced at the High School and will be sold during LPL’s opening events. The profit will be split 50/50 with the High School.

Bookcases- FLPL will need to purchase three (3) bookcases for the shop.

Design Committee

Vice Chair Ned Butera stated that he will give an update to the Committee regarding the May 9th completion date and will hold a meeting at the new building.

Capital Campaign Update

There was a committee meeting on April 7th. The committee agreed to the fundraising plan outlined on the Costs Funding Summary document. The committee will remain intact until the grand opening and will then dismantle to form smaller sub-committees headed up by individual members. To date, 9.6 million dollars has been raised.

Old Business

Donor Wall – The wall is coming along. Mitchell Associates is working hard on the timeline.

LPL Policies

1. Library Sponsored Classes and Events Policy –Motion to accept the policy as presented. The Board voted to approve
2. Document Retention Policy –Motion to accept the policy as edited. The Board voted to approve.

BPW- The Board of Public Works is charging the LPL a transformer fee. The Board has a raised an objection to this fee and is awaiting a response.

Annual Fundraiser Events – Barbara Vaughan stated that a relationship has been established with Possum Point Players to co-sponsor what is hoped to become an annual Shakespeare Event.

Meeting was adjourned at 10:15.

Respectfully submitted

Chanta Wilkinson

Secretary

Lewes Public Library

Director's Report

March 2016

I. Collection

Current collection size: 57,148

	March 2016	YTD FY16	March 2015	YTD FY15
Titles added	443	3,079	345	3,544
Total circulation	14,916	139,579	15,553	144,270
Juvenile circulation	3,102	32,915	3,170	33,354
eBook circulation	2,024	17,950	2,064	15,951

II. Programs

	March 2016	YTD FY16	March 2015	YTD FY15
Programs	59	536	76	622
Attendance	1,089	10,797	1,143	10,292
Adult programs	29	274	46	358
Adult attendance	278	2,912	555	3,466
Children's programs	30	262	30	254
Children's attendance	811	7,854	588	6,826

Program Highlights:

March 2, Around the World, 43 attendees

March 13, Teen Video Challenge Filming, 7 attendees

March 16, Intuition for Health, 35 attendees

March 29, Interest in Pinterest, 12 attendees

Upcoming Programs:

April 12, 12:30 p.m., iPad Class

April 13, 4:00 p.m., Read a Movie – The Selfish Giant

April 22, 7:00 p.m., Earth Day Meditation

April 23, 12:00 noon, Folklore & Coal Mining Songs of the Northeast

April 23, 7:00 p.m., Teen Poetry Slam

ESL Classes: Berni has ESL classes scheduled starting June 7 and continuing through the summer.

III. Facility

Kings Hwy: Closure of Kings Highway for the railroad crossing upgrade will be April 25 to May 6.

Large Meeting Room: Non-functioning HVAC unit was repaired April 7.

IV. Technology

Construction: The wireless access points and people counters are on site. DDL will install the server rack in mid-May.

V. Staff

Professional Development:

Margaret: CopyrightX, Harvard X (online) January – April

Kristen, Heather, & Margaret: DDL Active Shooter Training, March 24

Kristen: PLA Conference, April 6 – 8

Lea: Code Your Library: Learn How to Create Meaningful Tech Programming, April 20 – May 11

Chris & Linda: Workflows 101, April 21

Chris: Service Culture Onboarding, April 21

Ed, Maureen, Lea, Margaret & Berni: MLA/DLA Annual Conference, May 4 – 6

Heather, Margaret, & Louise: Mental Health First Aid Training, May 19

VI. Miscellaneous

Christopher Smail Memorial Scholarship: The recommended recipient is Jonathan DeGirolano, who has volunteered for the past four years and is the only senior volunteer.

End of Director's Report

