

Lewes Public Library Board of Commissioners
April 25, 2017, 7:00 pm
Large Conference Room

Attending the meeting were: Board Members Lou Braithwaite, Ned Butera, Tom Hall, Hugh Leahy and Chanta Wilkinson. Also attending were Friends of the LPL President Candace Vessella, LPL Executive Director Andrea Tillinghast and LPL Development Director Rebecca Lowe.

Meeting called to order by Board Chairperson Hugh Leahy at 7:00 pm.

Approval of Minutes

Motion to accept the minutes for the March 21, 2017 regular meeting and executive session was made and accepted unanimously.

Governance Video Series

Viewed two short videos concerning Board Meetings and Board Ethics, part of a series of videos (Short Takes for Trustees) created by a division of the American Library Association. A brief discussion followed concerning developing an Ethics Policy and reviewing the current Grievance Procedures. Also discussed adding “Public Comments” to future agenda items on a regular basis.

Financial Reports

2017 Budget Update – Treasurer Ned Butera presented the financial reports.

Director's Report

Presented by Andrea Tillinghast. Highlights included becoming more familiar with how Delaware libraries operate, meetings with Senator Carper and Congresswoman Lisa Blunt Rochester. Also discussed the progress of the search for a new Children’s Services Coordinator. Lea Rosell to become the Assistant Director for Youth Services. For details, see attached.

Friends' Report

Candace Vessella provided an overview and updates on the progress of the Friends’ membership campaign, survey results (appx. 280 responses), an upcoming new specialty book sale in June, the shop progress and the Lewes’iana Bayou Ball.

Old Business

Raffle Update and April 28th Unveiling Event (Rebecca Lowe) – Number of raffle tickets sold nearing 200 – drawing to be held 4/28/17 at 5:00 following the Donor Wall unveiling. Approximately 65 guests expected for the unveiling event.

DragonBoat Festival Update (Rebecca Lowe) – MOU is in process of being signed.

Endowment Building Project Update (Hugh Leahy) – Legacy Society plans are ongoing

Strategic Planning Special Committee Update (Hugh Leahy) – On schedule with about 80% of work completed.

Building Punch List (Tom Hall) – Work continues to complete the list. Upcoming meetings scheduled with Clean Cut and others to finalize.

State Budget and Advocacy Matters (Andrea Tillinghast) – State budget to be presented at the end of June. Discussion regarding continued interest in preparing an Annual Report to the Community with a possible

target date of July.

Lewes In Bloom, Garden for All Ages (Tom Hall) – Upcoming meetings to discuss shared utilities cost and other issues, including site access.

New Business

Policy Drafts – Not yet ready

Smail Scholarship Recipient – Motion was made and passed unanimously to award applicant Hannah Lowe the Smail Scholarship. Need to schedule official presentation of the award in June.

Meeting adjourned at 8:57 pm.

Respectfully Submitted

Lou Braithwaite
Secretary

Lewes Public Library
 Director's Report May
 23, 2017

I. Statistics

Collection

- Current collection size: 59,020

	April 2017	YTD FY17	April 2016	YTD FY16
Titles added	412	3,564	445	3,524
Total circulation	15,874	179,084	14,693	154,272
Juvenile circulation	3,391	42,994	2,820	35,735
eBook circulation	2,398	22,414	1,936	19,886

Programs & Library Use

	April 2017	YTD FY17	April 2016	YTD FY16
Daily Traffic	13,017	140,949	10,116	120,636
Programs	72	741	72	608
Attendance	1,710	16,896	1,134	11,931
Adult programs	45	460	43	317
Adult attendance	1,024	6,931	480	3,392
Children's programs	20	212	29	291
Children's attendance	657	8,854	654	8,508
Teen programs	7	69	4	33
Teen attendance	29	1,041	21	814
Meeting Rooms	66	474	24	167
Study Rooms	161	1,412	N/A	N/A
New User Registration	160	2,537	108	1,297
Public Computer Users	1,044	11,390	656	7,563
Wifi Users	651	6,482	167	2,968

Program Highlights:

- TEAM TRIVIA - Live Hosted!! – 5/5

- Vietnam Reflections: Through Their Eyes – 5/12
- Bustles to Bras: 200 Years of the Feminine Silhouette – 5/23

Upcoming Programs:

- Learn to Speak “DOG” – 6/1, 6PM

- Lunar & Jupiter Viewing – 6/2, 8PM
- Heart Health & Advanced Treatment Options w/Dr. Ehtasham Qureshi, 6/6, 3PM
- Improving Your Posture for Your Health – 6/7, 6:30PM

III. Administrative Activities

- Met with Beebe Medical Foundation Development Director, D. Barlow – 4/5
- Contributed to “Garden for All Ages” meeting – 4/28
- Attended Council on Libraries meeting (Dover PL) – 5/4
- Met with State Librarian, A. Norman & County Lib, K. Graybeal for orientation – 5/8
- Met w Strategic Planning Committee – 5/15, 5/17
- Attending Coastal-Georgetown AAUW meeting – 5/18

IV. Financial Management/Fundraising

- Met with President Leahy & R. Lowe (Donor Wall Event) – 4/27
- Attended DE Community Foundation event – 5/16
- Met with R. Lowe regarding strategic Development Planning – 5/17

V. Personnel Management/Staff Development

- Dealt with personnel issue, consulted with Trustee Wilkinson – late April/early May
- Received New Director Orientation from President Leahy – 5/5
- Director Tillinghast, H. Lachmann, L. Rosell, M. Melson attended DLA Conference May 10-12
- Met with former LPL Director, E. Goyda – 5/12
- Working to gather info & establish facts in cash handling, consulted with President Leahy: 5/15 – 5/17
- Met with H. Lachmann regarding responsibilities & her salary – 5/16
- Met w L. Rosell & M. Miller re: Children’s Services Coordinator position & scheduled interviews for May 25

VI. Facility Management

- Sewage issue & follow up
- Electrical issues (surge, hand dryer, outlet – med conference room floor)
- Sonitrol issue (key at side entrance/alarm at closing)
- Reviewed insurance coverage with Wilgus agent
- Met City Manager, A. Townsend – 5/9
- New leak in Teen area: 5/13
- HVAC down & follow up: 5/15-16

VII. Technology Management

- Worked with State IT to install network scanning for staff, install patches for security
- Worked with State IT, T. Rambo to resolve issue with director’s computer – 5/16

