

Lewes Public Library Board of Commissioners
August 22, 2017, 8:30 am
Delaware Room

Attending the meeting were: Board members Lou Braithwaite, Rachel Grier-Reynolds, Ned Butera, and Hugh Leahy. Also attending were LPL Executive Director Andrea Tillinghast, LPL Development Director Rebecca Lowe, and Lewes City Councilman Rob Morgan.

Meeting called to order by Board President Hugh Leahy at 8:40 am.

Approval of Minutes

Motion to accept the minutes for the July 18, 2017 regular meeting and executive session made, seconded and accepted unanimously.

Appointment of Commissioner

Motion made, seconded and accepted unanimously to accept Rachel Grier-Reynolds to fill the remaining term of Trustee Tom Hall pending approval of district court judge.

Governance Video Series

Viewed and discussed a video, "Succession Planning & New Board Orientation", part of a series of videos (Short Takes for Trustees) created by a division of the American Library Association. Discussed need to develop clearer guidelines regarding succession planning – possibly at a future board retreat.

Financial Report

Andrea Tillinghast presented the current financial reports. Treasurer Butera presented an overview of the progress of the Capital Reserve Plan.

Director's Report

Presented by Andrea Tillinghast. (For details, see attached)

Friends' Report

Rebecca Lowe provided updates on:

- The ongoing membership drive
- Fall Book Sale – Preview Sale for members (9/29) and Public Book Sale (9/30)
- History Book Festival – Friends will hold a special sale of history books during event
- Bayou Bash – Down-sized fundraiser is scheduled for November featuring live music, dancing and refreshments.

Old Business

Fundraising Update (Rebecca Lowe) – Gave updates on progress and volunteer needs for the Community Carnival (9/9), Dragon Boat Festival ((9/11-13), Shakespeare Festival (9/23) and the History Book Festival.

Endowment Building Project Update (Hugh Leahy) – Work continuing.

Financial Manager Search – (Hugh Leahy & Andrea Tillinghast) – Deadline passed for submissions, upcoming interviews with top prospects and board to be scheduled.

Building Punch List (Ned Butera) – Work continuing on various items including sewer issues.

Lewes In Bloom, Garden for All Ages (Hugh Leahy) – Updated on progress to date.

New Business

POW MIA Chair of Honor – Motion made, seconded and passed unanimously to pursue possible placement of a commemorative “empty” chair within the library.

Request For Facility Use – Discussed a request for use of the grounds and facility by the Sussex Academy for a Derby Day fundraiser.

LPL Board of Commissioners 2016-7 Board Topics – Reviewed progress made on previously proposed board topics.

Administrative Matters

Meeting Times – Meeting dates for September, October and November were reconsidered in light of upcoming scheduling conflicts with the following changes:

- September 2017 – Moved to Monday, September 25 at 8:30 am
- October 2017 – Moved to October 17 at 8:30 am
- November 2017 – Moved to November 21 at 8:30 am

Public Comments – None

Executive Session

Board went into Executive Session at 11:23 am.

Meeting adjourned at 12:31 am.

Next scheduled meeting Tuesday September 26, 2017 at 8:30 am.

Respectfully Submitted

Lou Braithwaite
Secretary

Lewes Public Library
 Director's Report
 August 22, 2017

I. Statistics

Collection

- Current collection size: **59,553**

	July 2017	YTD FY18	July 2016	YTD FY17
Titles added	342	342	337	337
Total circulation	22,519	22,519	21,965	21,965
Juvenile circulation	6,335	6,335	6,948	6,948
eBook circulation	2,576	2,576	2,075	2075

Programs & Library Use

	July 2017	YTD Y18	July 2016	YTD FY17
Daily Traffic	15,451	15,451	17,593	17,593
Programs	89	89	78	78
Attendance	1,809	1,809	2,357	2,357
Adult programs	51	51	43	43
Adult attendance	729	729	610	610
Children's programs	28	28	27	27
Children's attendance	1,712	1,712	1,669	1,669
Teen programs	10	10	8	8
Teen attendance	51	51	78	78
Meeting Rooms	52	52	28	28
Study Rooms	185	185	133	133
New User Registration	315	315	492	492
Public Computer Users	1,474	1,474	1,138	1,138
Wifi Users	941	941	375	375

II. Program Highlights:

- Finisher's Party for the Kids Summer Reading Program, Thursday, Aug 4, 10:30AM
- [10th Annual Lewes Creative Writer's Conference](#), Saturday, August 19, 8-3:30 PM
- Solar Eclipse Event, Monday, August 21, 2-4PM

Upcoming Programs:

- **Lewes Chamber of Commerce [Membership Mixer](#) @ Lewes Public Library, Wednesday Aug 23, 5-7PM** (*Please attend!*)
- [Zentangle Workshop](#) hosted by Rehoboth Art League, Thursday Aug 24, 1-5PM
- [Old Fashioned Community Carnival](#), Saturday, Sept 9, 10AM-2PM
- 2nd Annual [Shakespeare Festival](#), Sept 18 - 23

III. Administrative, Advocacy & Outreach Activities

- Attended Governor Carney's signing of Bills HB34 & HB94 at Newark Free Library – 7/19
- Reviewed LIBPas procedures w Asst Director K. Gramer – 8/2
- Met w Pres. Leahy & Treasurer Butera re: new trustee – 8/7
- Met w Development Director, R. Lowe re: Dragon Boat outreach tent – 8/11 & 8/14
- Meeting w Dev Director R. Lowe & Children's Librarian, J. Noonan re: outdoor furniture for Children's Area patio/Festival of Cheer grant – 8/14 & 8/16
- Provided opening remarks for Writers' Conference – 8/19
- Overseeing final steps for new LPL web site

IV. Financial Management/Fundraising

- Awarded \$3,000 Festival of Cheer grant
- Met with Rob Gibbs, Pres. Leahy & VP Wilkinson re: 5 Points Lot – 8/3
- Met with w possible new Financial Advisor, Tim Reath – 8/4
- Met w Treasurer Butera re: budget – 8/7
- Met w FLPL President C. Vessella – 8/9
- Investment Meeting w President Leahy – 8/15
- Reviewed RFP responses for Financial Advisor w Pres Leahy – 8/15

V. Personnel Management/Staff Development

- Worked w Accountant (P. Willison) to close books for FY17 – 8/2
- Met with Pres. Leahy & VP Wilkinson re: personnel issue – 8/3
- Met w President Leahy & Secretary Braithwaite re: Tillinghast 90-day performance evaluation & medical issue/treatment – 8/15

VI. Facility Management

- Oversaw installation of Sonitrol security pass at employee entrance
- Reviewed issue with parking lot grasses w Building Supervisor, H. Lachmann – 8/15