



Lewes Public Library Board of Commissioners

January 12, 2016, 8:30 a.m.

Attending the meeting were Board Members Ned Butera, Beckie Healey, Hugh Leahy, and Chanta Wilkinson; also attending were Board Emeritus Member Dennis Forney; LPL Friends President Candace Vessella; LPL Director Ed Goyda; Lewes City Councilman Rob Morgan; and Horizon Philanthropic Services Senior Associate Mark Chura.

Meeting called to order by Board Chairwoman Beckie Healey at 8:40 am.

Architect Brad Hastings of Becker Morgan Group and Construction Manager Dean Johnson of RY Johnson provided an update on the construction progress of the building project.

Dean advised that he thinks the keys will be turned over to the LPL by April 30 (as opposed to what he originally thought would be April 1st). The delay is because of a problem with one of the sub-contractors.

Brad presented samples of signage for the rooms that are in compliance with the American with Disabilities Act and matches the donor wall.

BPW Impact Fees – Discussion ensued surrounding the Board of Public Work’s fire water line impact and other fees totaling approximately \$160,000. Treasurer Hugh Leahy will meet with the BPW’s General Manager to get a better understanding of the fee and to explore possible waiver options.

Approval of Minutes

The minutes of the December 8, 2015 meeting were reviewed. A motion was made to accept the minutes as

presented and the Board voted unanimously to approve the motion.

Financial Reports

Treasurer Hugh Leahy presented the financial reports.

SEU Loan - Application was submitted for loan and we're awaiting response regarding interest rate and additional information.

Director's Report

For details, see Director's December Report attached.

Friends' Report

GiftWorks – The FLPL pays for half of the GiftWorks software package used for managing donations for the Library. The FLPL will continue to do so.

Friend's Shop – A shop name has been chosen and the board is trying to finalize list of items that will be sold in shop.

Design Committee

Ned Butera informed the Board of recommended changes in the landscaping plan including the installation of an irrigation system for tree/plants along Freeman Highway.

Clean Cut Lawn & Garden Services has agreed to a 1-year maintenance contract for \$8,000.

Capital Campaign Update

Capital Campaign Chair Dennis Forney stated that the campaign finished the year strongly.

Solar Panel Naming Cost – TBD because we're still awaiting additional information from Lucent.

Old Business

LPL Policies

1. *Taking/Use of Photos of Patrons Policy* - The policy was reviewed. A motion was made to accept the policy with a minor revision and the Board voted unanimously to approve the motion

2. *Bulletin Board Policy* - The policy was reviewed. A motion was made to accept the policy as presented and the Board voted unanimously to approve the motion.
3. *Room Reservation Policy* - The policy was reviewed. A revised version will be presented at the February board meeting.

Meeting was adjourned at 12:00 p.m.

Respectfully submitted

Chanta Wilkinson

Secretary

Lewes Public Library

Director's Report

December 2015

I. Collection

Current collection size: 57,680

	December 2015	YTD FY16	December 2014	YTD FY15
Titles added	274	1,976	427	2,482
Total circulation	13,512	95,566	14,445	99,331
Juvenile circulation	2,887	23,857	2,800	24,141
eBook circulation	1,800	12,032	1,759	10,060

II. Programs

	December 2015	YTD FY16	December 2014	YTD FY15
Programs	54	358	59	419
Attendance	1,056	7,272	777	7,351
Adult programs	25	184	35	238
Adult attendance	274	1,912	217	2,243
Children's programs	29	174	24	171

Children's attendance	782	5,360	560	5,108
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Program Highlights:

December 9, Remember the Suffragettes with Michael Dixon, 17 attendees

December 12, Gingerbread Houses, 67 attendees

December 14, Tablescaping for the Holidays, 25 attendees

December 31, Noon Year's Eve Celebration, 80 attendees

Upcoming Programs:

January 12, 2:00 p.m., Protecting your Wealth from Healthcare Costs in Retirement

January 13, 4:00 p.m., 3 Legal Papers You Can't Live Without

January 16, 6:00 p.m., Family Game Night

January 23, 3:00 p.m., Quiver Coloring for Teens

III. Facility

Drainage: There was a clog in front of the building that was backing up the upstairs restroom, janitor's sink, and floor drains. It has been resolved by the BPW.

Exterior lighting: The exterior lighting was out. It has been reported to City of Lewes.

Sprinkler inspection: Sprinkler inspection is scheduled for January 14.

Stango Park: Parks & Rec is adding a brick pathway and brick pad near the stage. Work will begin January 14.

IV. Technology

Catalog: DDL is working to reduce the number of duplicate records in the catalog. This will include merging hardback, trade paperback, and mass market paperback records.

Text messaging: There's a problem with some patrons receiving text message notifications. DDL is working with Sirsi to diagnose and resolve.

V. Staff

Professional Development:

Margaret: Closing the Book on Bedbugs, December 11

Professional Development Tracker: DDL has launched a webapp to track professional development in the State.

VI. Miscellaneous

Financial Review: BDO submitted the draft on January 6. We have a few small issues to iron out before it's complete.

End of Director's Report

