



## **Lewes Public Library Board of Commissioners**

**July 14, 2015, 8:30 a.m., Small Meeting Room**

Attending the meeting were Board Members Ned Butera, Beckie Healey, Hugh Leahy, Barbara Vaughan and Chanta Wilkinson; also attending were Board Emeritus Member Dennis Forney; LPL Director Ed Goyda; and City Council Member Rob Morgan.

Meeting called to order by Board Chairwoman Beckie Healey at 8.32 am.

### **Election of officers for FY 2016**

A motion was made to adopt the previous recommendation of current board members remaining in their posts. The motion was seconded and the board voted unanimously to approve the motion. The slate of members of the Board of Commissioners is as follows:

Beckie Healey – Chairwoman  
Ned Butera – Vice Chairman  
Hugh Leahy – Treasurer  
Chanta Howard Wilkinson – Secretary  
Barbara Vaughan – At Large Member

### **Approval of Minutes**

The minutes of the June 9, 2015 regular meeting and Executive Session were reviewed. A motion was made and seconded to accept the minutes as written. The Board voted unanimously to approve the motion.

### **Financial Reports**

Treasurer Hugh Leahy presented the financial reports.

### **Director's Report**

For details, see Director's June Report attached.

### **Friend's Report**

The FLPL had an annual meeting on June 17, 2015. Highlights of the meeting are as follows:

Financial Report – Volunteers provide 2,500 service hours annually which has an economic value of 50K. The fund balance has seen a 50% increase over a 5 year period. On average 11K per year is added to the fund balance.

Bylaws - The Bylaws were revised and all language referencing term limits was deleted.

Bookstore – Discussion ensued surrounding the set up of the bookstore. The design elements of the store are being finalized.

### **Design Committee: Furniture & Fixture Update**

Vice Chair and Chair of the Design Committee Ned Butera, stated that a meeting is scheduled for July 15, 2015.

Barbara Vaughan reported that Mike DiPaolo of the Lewes Historical Society will complete the new building's photography project. The photos will be a historical time line of the city and the Library for the donor recognition wall.

### **Construction Management Update**

Vice Chair Ned Butera stated that although RYJ is slightly behind in finishing the steel work due to the weather, the project manager still believes they will make up lost time.

### **Capital Campaign Update**

Committee Meeting – There was a meeting on July 9, 2015. Janet Davis joined the committee with an additional list of prospects.

Newsletter – The newsletter is almost complete and will be distributed to over 1400 individuals and families.

Physicians Committee – Vincent Killeen MD will serve as the chair of the committee.

Upcoming Events:

Topping off Ceremony – There will be a ceremony on August 8, 2015, inviting the public to sign the last beam before it is erected.

Nethouse Reception – The next reception will be held on July 21, 2015.

### **Old Business**

Treasurer Hugh Leahy informed the board that the settlement for the construction bridge loan is scheduled for July 16, 2015 at Rob Gibbs' office.

### **New Business**

Complying with Law Enforcement Policy - The policy was reviewed and changes were noted. The policy was approved as revised.

Unattended Children Policy – The policy was reviewed and adopted as presented.

Job Descriptions – Job descriptions will distributed to the Board for review.

Strategic Plan Update – A consensus was reached that the Board will delay the review and revision of the Strategic Plan until we move into the new building.

Meeting was adjourned at 10:38 a.m.

Respectfully submitted

Chanta Wilkinson  
Secretary

## **Lewes Public Library Director’s Report June 2015**

### **I. Collection**

**Current collection size: 57,936**

	<b>June 2015</b>	<b>YTD FY15</b>	<b>June 2014</b>	<b>YTD FY14</b>
<b>Titles added</b>	<b>450</b>	<b>4,781</b>	<b>374</b>	<b>4,278</b>
<b>Total Circulation</b>	<b>17,707</b>	<b>190,074</b>	<b>17,163</b>	<b>185,009</b>
Juvenile Circulation	4,634	44,013	4,923	46,698
eBook circulation	1,815	21,749	1,457	14,101

### **II. Programs**

	<b>June 2015</b>	<b>YTD FY15</b>	<b>June 2014</b>	<b>YTD FY14</b>
<b>Programs</b>	<b>77</b>	<b>843</b>	<b>71</b>	<b>774</b>
<b>Attendance</b>	<b>1,458</b>	<b>13,946</b>	<b>1,434</b>	<b>13,202</b>
Adult Programs	38	485	41	456
Adult Attendance	270	4,662	463	4,829
Children’s Programs	39	348	30	318

Children's Attendance	1,188	9,284	971	8,373
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**Program Highlights:**

June 3 – 24, Free Write, 34 attendees at 4 sessions  
 June 10, Pain Management with Uday Jani, 14 attendees  
 June 23, iPhone Photography with Judy Rolfe, 7 attendees

**Upcoming Programs:**

July 16, 10:00 a.m., Teen CPR  
 July 28, 3:30 p.m., BesTemps Job Fair  
 August 4, 6:30 p.m., New Faces of Shakespeare

**Summer Reading:**

- Weekly events:
  - Mondays, 10:30 a.m., Learning Garden Story Time (starting June 15)
  - Mondays, 4:30 p.m., LEAP Reading
  - Tuesdays, 10:30 a.m., Pre-school Story Time
  - Tuesdays, 1:00 p.m., Science Explorers (starting June 9)
  - Wednesdays, 10:30 a.m., Toddler Story Time
  - Saturdays, 9:00 a.m., Story Time at the Historic Lewes Famers Market (starting June 6)
- Special events:
  - July 16, 10:30 a.m., Two of a Kind
  - July 23, 10:30 a.m., Rick Waterhouse
  - July 30, 10:30 a.m., Activated Story Theatre
  - August 6, 10:30 a.m., Jackie McCabe
  - August 13, 10:30 a.m., Finishers Party
- Special teen events:
  - July 23, 3:30 p.m., Illusions by Vick
  - July 30, 2:00 p.m., TARDIS Art
  - August 6, 2:00 p.m., TinkerCad
  - August 13, 2:00 p.m., Finishers Party

**III. Facility**

**Monitor:** A monitor has been added next to the front desk to display construction progress and campaign messaging.

**Restrooms:** Locks have been added to the restroom door to secure them when out of order.

**IV. Technology**

**eNewsletter:** Rebecca is coordinating the eNewsletter.

**Flipster:** DDL is adding several titles, effective July 1 - Boy's Life, Coastal Living, Entertainment Weekly, Health, Money, Popular Science, Real Simple, Southern Living, and This Old House.

**Laptops:** DDL has provided three laptops. We are not scheduled for another technology replacement until the move into the new building.

**Playaways:** DDL has purchased 100 Playaway Launchpad tablets loaded with educational games. They will be initially allotted as three per library but will float throughout the state.

**TLS Line:** Verizon is in the process of upgrading the TLS circuit from 100 Mbps to 1000 Mbps.

## **V. Staff**

**Confidentiality Policy:** All staff and most volunteers have signed the revised confidentiality policy.

**Professional Development:** Ed, Making Delaware Great with Jim Collins (DANA Annual Conference), June 15

## **VI. Development**

**Scholarship:** The scholarship was awarded to Daniel Lowe on June 26.

**End of Director's Report**

