

Lewes Public Library Board of Commissioners
July 18, 2017, 8:30 am
Delaware Room

Attending the meeting were: Board members Lou Braithwaite, Ned Butera, and Hugh Leahy. Also attending were Friends of the LPL Treasurer Bill Oliva, LPL Executive Director Andrea Tillinghast, LPL Assistant Director Kristen Gramer, LPL Development Director Rebecca Lowe, and Lewes City Councilman Rob Morgan.

Meeting called to order by Board President Hugh Leahy at 8:35 am.

Approval of Minutes

Motion to accept the minutes for the June 27, 2017 regular meeting made, seconded and accepted unanimously.

Governance Video Series

Viewed and discussed a video, "Board Self-Evaluation", part of a series of videos (Short Takes for Trustees) created by a division of the American Library Association. Discussed possibility of a board retreat after the selection of a new At-Large member.

Election of Officers for Fiscal Year 2018

Motion was made, seconded and passed unanimously to accept the slate of officers as follows: Hugh Leahy, President; Chanta Wilkinson, Vice-President; Ned Butera, Treasurer; Lou Braithwaite, Secretary.

Financial Reports

Ned Butera & Andrea Tillinghast presented the current financial reports

Director's Report

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

Friends' Report

Bill Oliva provided updates on:

Rare & Collectibles book sale held on June 24th and the upcoming annual Book Sale to take place - September 30th with a preview for members on September 29th.

Also reminded the board of the upcoming History Book Festival on October 7th & 8th.

Old Business

Fundraising Update (Rebecca Lowe) - Provided handouts detailing the fundraising events scheduled for the coming year and progress made on each.

Endowment Building Project Update (Hugh Leahy) – Provided a handout detailing the steps in the Endowment Growth Project.

Building Punch List (Ned Butera) – Work continuing including the air handling system.

Policy Drafts – No report available at this time.

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

New Business

Capital Reserve (Hugh Leahy) – Distributed and discussed handout of Capital Reserves Need/ Issues Outline.

Financial Advisor (Andrea Tillinghast & Hugh Leahy) – Distributed and discussed a timeline for the Financial Advisor Selection Process and the Request For Proposal (RFP) For Investment Manager. Motion made, seconded and passed unanimously to accept the RFP subject to confirmation of edits suggested by the board.

Request For Facility Use – Discussed a request for use of the grounds and facility for the upcoming nuptials of one of the staff members. The board granted permission subject to approval of the City of Lewes and evidence of adequate liability coverage. Also discussed the need to update personnel policies and public usage guidelines for future requests.

Administrative Matters

Board Vacancy Update – Update on the number of applications received thus far.

Meeting Times – Meeting times to remain at 8:30 am for the present.

Public Comments – None

Board went into Executive Session to discuss matters related to personnel.

Meeting adjourned at 12:26 am.

Respectfully Submitted

Lou Braithwaite
Secretary

Lewes Public Library

Director's Report

July 18, 2017

I. Statistics

Collection

- Current collection size: 59,368

	June 2017	YTD FY17	June 2016	YTD FY16
Titles added	472	4,476	396	3,585
Total circulation	19,855	216,835	10,587	163,003
Juvenile circulation	5,219	52,194	3,083	38,818
eBook circulation	2,465	27,281	1,988	23,949

Programs & Library Use

	June 2017	YTD FY17	June 2016	YTD FY16
Daily Traffic	13,603	169,261	5,168	125,804
Programs	93	913	68	714
Attendance	1,929	20,616	1,546	14076
Adult programs	60	571	45	382
Adult attendance	783	8,538	579	4,391
Children's programs	24	260	N/A – Library closed for construction	284
Children's attendance	955	10,753	N/A – Library closed for construction	8595
Teen programs	9	82	N/A – Library closed for construction	48
Teen attendance	191	1,325	N/A – Library closed for construction	1090
Meeting Rooms	66	621	15	193
Study Rooms	139	1,715	N/A	N/A
New User Registration	262	2,973	168	1,465
Public Computer Users	1,332	13,920	135	7,698
Wifi Users	852	8,187	315	3,314

II. Program Highlights:

- Fri, July 7, 6:00PM - FREE CONCERT! [Downtown Dixieland Band](#)
- Tues, July 11, 2:00PM - [DNREC](#) presents *Science at Your Door*
- Thurs, July 13, 10:30AM - [Rehoboth Beach Summer Children's Theatre](#): *Puss in Boots*

Upcoming Programs:

- Monday, July 24, 6:00PM – Skimboarding Workshop w [RELYance Skim](#)
- Tuesday, July 25, 12:00PM - Essential Oils for Stress & Relaxation
- Wednesday, July 26, 8:30PM - *Conspiracy Night*. Topic is the Moon Landing.

III. Administrative, Advocacy & Outreach Activities

- LPL Social Media meeting w Asst Director (K. Gramer), Asst Director for Youth Services (L. Rosell), Development Director (R. Lowe) & Children's Librarian (J. Noonan) - 6/28
- Advanced advocacy efforts for State Budget @ Legislative Hall in Dover including contact with Sen. Lopez & Rep. Smyk – 6/ 28, 6/29, 6/30
- Attending Lewes Lions Club Family Picnic w J. Noonan– 7/12
- Attending Sussex County Library Directors' mtg in Georgetown – 7/13

IV. Financial Management/Fundraising

- Conference call Accountant (P. Willison) & President Leahy – 6/28
- Met with FLPL President C. Vessella – 6/30
- Met with Races2Run rep. & Development Director (R. Lowe) – 6/30
- Attended Lewes History Museum opening reception – 7/1
- Attended Lewes History Museum ribbon-cutting ceremony – 7/3
- Provided private tour to Rollins family – 7/3
- Met with FLPL President C. Vessella – 7/6
- Met w possible new Financial Advisor, Jon Lokken – 7/12
- Investment Meeting w President Leahy & Treasurer Butera – 7/13
- Legacy Society meeting w President Leahy, VP Wilkinson, Dev Director R. Lowe – 7/14
- Meeting w possible new Financial Advisor, Ray Books – 7/17

V. Personnel Management/Staff Development

- Provided staff with raise letters – 7/6
- Worked w Accountant (P. Willison) to correct staff PTO inaccuracies
- Leading Staff Meeting – 7/14

VI. Facility Management

- Garden For All meeting at City Hall with President Leahy, Building Supervisor (H.

Lachmann) – 6/27

- Oversaw repairs to library entry doors
- Overseeing tree and beach grass landscaping issues
- Replaced clocks throughout building
- Scheduled cleaning for Large Conference Room carpet