



# LEWES PUBLIC LIBRARY

## BOARD OF COMMISSIONERS MEETING

**May 10, 2016, 8:30 a.m.**

Attending the meeting were Board Members Beckie Healey, Hugh Leahy, Barbara Vaughan and Chanta Wilkinson; also attending were LPL Friends President Candace Vessella; LPL Director Ed Goyda; and Lewes City Councilmen Rob Morgan and Dennis Reardon.

Meeting called to order by Board Chairwoman Beckie Healey at 8:32 a.m.

### **Approval of Minutes**

The minutes of the April 12, 2016 meeting were reviewed and a minor correction was noted. Motion made to accept the minutes with the revision. The Board voted unanimously to approve the motion.

### **Financial Reports**

Treasurer Hugh Leahy presented the financial reports.

DSEU Loan - A settlement has been scheduled for the Delaware Sustainable Energy Utility loan in the amount of \$415,000. The loan is a 10-year repayment loan with an interest rate of 2%. The loan represents LPL's half of the energy improvement put into the new building which includes solar panels and LED lighting.

### **Director's Report**

For details, see Director's April Report attached.

Canteen Vending Machines – Vending machine supplier presented a proposal to the LPL to provide and service vending machines in the new building with a 3-year term. This agreement calls for no work and no investment on the part of the LPL. Secretary Chanta Wilkinson will follow-up with the supplier to request that the machines contain a balance of “healthy” and traditional snack options and drinks.

## **Friends' Report**

Membership Campaign – The FLPL is in the midst of preparing for the upcoming membership campaign drive. The board is in the process of stuffing envelopes to the community seeking membership. The packets will include “Save the Date” cards for the October 1<sup>st</sup> book sale, the November Mardi Gras-style dinner and the LPL Board-sponsored September Shakespeare events.

## **Design Committee**

Director Ed Goyda provided an update and stated that we are awaiting the fire inspection report. He also stated that the furniture has been delivered and will be installed.

## **Capital Campaign Update**

The committee continues to meet on a regular basis and is optimistic that it will successfully complete this campaign and that the LPL will not carry any debt. The committee has a plan to raise the remaining funds

## **Old Business**

BPW – The LPL has been assessed a \$15,321 electric impact fee, although the LPL has spent \$800,000 to ensure there is no electric impact to BPW. It is unclear why the LPL incurred the fee and the \$7,106 fee for the transformer that the LPL installed. A letter will be addressed to the BPW requesting clarification.

## **New Business**

Donor Reception - Reception to be held on June 3<sup>rd</sup> from 5:30 -7:30 p.m. Over 600 guests/donors have been invited. To date, 400 have responded “yes.”

Ribbon Cutting – The event has been scheduled for June 25<sup>th</sup> at 11:00 a.m. This event is open to the public.

Board Make-Up for FY2017 – It was agreed that Chairwoman Beckie Healey - whose current terms expires June 30, 2016 - will continue to serve on the board for an additional six (6) months for the completion of the building project. This is in accordance with the LPL's Bylaws that state “[a] board member may be asked to continue beyond the second 5-year term if the member's experience and skills are considered critical to the conclusion of an on-going project.”

Meeting was adjourned at 10:20 a.m.

Respectfully submitted

Chanta Wilkinson

Secretary

# Lewes Public Library

## Director's Report

April 2016

### I. Collection

Current collection size: 57,051

	April 2016	YTD FY16	April 2015	YTD FY15
<b>Titles added</b>	<b>445</b>	<b>3,524</b>	<b>368</b>	<b>3,912</b>
<b>Total circulation</b>	<b>14,693</b>	<b>154,272</b>	<b>14,316</b>	<b>158,586</b>
Juvenile circulation	2,820	35,735	2,970	36,324
eBook circulation	1,936	19,886	1,958	17,909

### II. Programs

	April 2016	YTD FY16	April 2015	YTD FY15
<b>Programs</b>	<b>72</b>	<b>608</b>	<b>74</b>	<b>696</b>
<b>Attendance</b>	<b>1,134</b>	<b>11,931</b>	<b>1,097</b>	<b>11,389</b>
Adult programs	43	317	47	405
Adult attendance	480	3,392	527	3,993
Children's programs	29	291	27	281
Children's attendance	654	8,508	570	7,396

#### Program Highlights:

April 1, Peruvian Healing, 32 attendees

April 13, Read a Movie, 35 attendees

April 22, Earth Day Meditation, 26 attendees

April 23, Folklore & Coal Mining Songs of the Northeast, 35 attendees

April 23, Teen Poetry Slam, 22 attendees

## **Upcoming Programs:**

May 17, 6:30 p.m., Cuba: Let's Go!

May 18, 3:00 p.m., Functional Medicine with Dr. Uday Jani

May 19, 7:30 p.m., Lunar and Jupiter Viewing

June 4, 5:00 p.m., Sean Gaskell plays the 21 String W. African Kora

## **III. Facility**

**Kings Hwy:** Closure of Kings Highway for the railroad crossing upgrade will be May 9 to May 20.

## **IV. Technology**

**Cataloging Committee:** Work to simplify catalog listings is continuing.

**Construction:** The TLS circuit is being installed this week. The server is going in May 11 and computers May 16.

## **V. Staff**

### **Professional Development:**

**Margaret:** CopyrightX, Harvard X (online) January – April

**Lea:** Code Your Library: Learn How to Create Meaningful Tech Programming, April 20 – May 11

**Ed, Maureen, Lea, Margaret & Berni:** MLA/DLA Annual Conference, May 4 – 6

**Heather, Margaret, & Louise:** Mental Health First Aid Training, May 19

**Core Skills:** Sussex County has launched the circulation component of the core skills certification. Testing is underway and due to the County by June 1.

## **VI. Miscellaneous**

**Christopher Smail Memorial Scholarship:** Presentation is being scheduled for the start of the June 14 Board meeting.

**Howard Schroeder Lighthouse Painting:** The Schroeder painting from the Delaware Room is being lent to Fort Miles through June 1.

**End of Director's Report**

