



LEWES PUBLIC LIBRARY BOARD OF COMMISSIONERS

November 10, 2015, 8:30 a.m.

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 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 8:30 am.

Kathy Graybeal, Sussex County Librarian, provided an update on recent developments affecting county libraries.

Approval of Minutes

The minutes of the October 13, 2015, regular meeting were reviewed. A motion was made and seconded to accept the minutes as presented and 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 October Report attached.

Friends' Report

Book & Art Sale – Usborne Books is allowing LPL patrons to purchase books online. The LPL receives 50% of the proceeds in the form of books for the children's collection.

Friends' Store Naming Contest – The FLPL received over 140 names and will choose a name through a selection process at the November 18th meeting.

Mardi Gras Fundraiser - The FLPL is planning a Mardi Gras themed fundraiser scheduled for November 5, 2016 at the Officers' Club in Cape Henlopen State Park.

Design Committee

Vice Chair Ned Butera received different proposals regarding the layouts of the solar panels. The maximum amount of panels will provide the Library with the most benefit, but provides different design esthetic issues. Ned will seek input from the Design Committee before a final decision is made regarding the layout.

*****Meeting suspended for NCALL presentation and reception. The meeting reconvened at 11:20. Board Members Ned Butera, Beckie Healey and Chanta Wilkinson remained. LPL Friends President Candace Vessella and LPL Director Ed Goyda were in attendance as well. *****

Capital Campaign Update

No update provided.

Old Business

Donor Wall – Discussion ensued surrounding the placement of names on the donor wall. It was noted that different groups will have their own sections e.g., major donors, physicians, businesses, etc.

Gift Acceptance Policy – The Board reviewed the policy. A motion was made and seconded to accept the policy as written. The Board voted unanimously to approve the motion.

Job Descriptions – The Board reviewed the job descriptions prior to the meeting. A motion was made and seconded to accept the job descriptions as presented. The Board voted unanimously to approve the motion.

New Business

The LPL will present the General Miles and Schroeder War Tower paintings to the Fort Miles Historical Association at its December 4th holiday event.

A motion was made and seconded to authorize Director Ed Goyda to present to the Fort Miles Association the paintings that were on loan or given to the LPL by the Cape Henlopen School District because their display at the Fort suits the educational mission of the LPL. The Board voted unanimously to approve the motion.

Meeting was adjourned at 12:10 a.m.

Respectfully submitted

Chanta Wilkinson

Secretary

Lewes Public Library

Director's Report

October 2015

I. Collection

Current collection size: 57,259

	September 2015	YTD FY16	September 2014	YTD FY15
Titles added	320	956	437	1,308
Total Circulation	16,032	53,888	16,123	54,902
Juvenile Circulation	3,659	14,499	3,335	14,680
eBook circulation	2,123	6,230	1,697	5,036

II. Programs

	September 2015	YTD FY16	September 2014	YTD FY15
Programs	59	195	67	220
Attendance	1,064	4,733	1,071	4,511
Adult Programs	38	100	40	117
Adult Attendance	448	1,142	489	1,266
Children's Programs	21	95	27	93
Children's Attendance	616	3,591	582	3,245

Program Highlights:

September 2, Around the World Film Screening at MCC Rehoboth, 50 attendees

September 14 – 28 (weekly), Integrative Health Wellness Works, 61 attendees

September 18, Shakespeare in the Park, 130 attendees

Upcoming Programs:

October 14, 3:00 p.m., Integrative Medicine with Dr. Uday Jani

October 16, 1:00 p.m., Basic Computer Classes begin

October 20, 3:00 p.m., Tai Chi

October 21, 2:00 p.m., Facebook Class

October 27, 8:30 p.m., Supermoon Star Gazing

November 7, 1:00 p.m., Sharon Roat Author Visit via Skype

III. Facility

Sprinklers: The City has scheduled sprinkler inspection for Thursday, October 15.

IV. Technology

Computer Skills Center: DDL has added a set of computer training courses to the database offerings.

Zinio: The County's downloadable magazine service expires on October 31 and is not being renewed because it largely duplicates the State's Flipster service.

V. Staff

Flu Shots: The library hosted a flu shot clinic on September 17, and most of the staff was vaccinated.

Staff Development Day: Ed, Maureen, Lea, Heather, Berni, Terri, Linda, Pat, Louise, and Harry attended Sussex County Library Staff Development Day.

Stepping Stones Program: The County is in process of completing training materials for the Stepping Stones staff development program, with anticipated completion in January. The latest revision to the Memorandum of Understanding is attached.

End of Director's Report



DRAFT



Memorandum of Understanding:

**Boards of Trustees/Commissioners of the Sussex County Independent Libraries
and the Sussex County Department of Libraries**

Members of the Sussex County Library System (System) seek to establish a certification program for library staff centered on a Core Competency curriculum. The System includes the eleven (11) Independent libraries, four (4) County libraries and County Library Administration.

To facilitate understanding and the on-going success of the certification program, the following will constitute an operating agreement between the Boards of Trustees/Commissioners of the Sussex County Independent libraries (Independents) and the Sussex County Department of Libraries (Department). It will stand until and unless it is modified by mutual agreement between the Board/Commission presidents and the Sussex County Librarian.

The Library Board/Commission will work alongside the Library Director to:

- Communicate with staff RE: Core Competency certification expectations
- Decide best practice for tracking progress in Core Competency certification for library staff
- Initiate completion of those classes deemed core before others
- Track progress in Core Competency certification
- Share documented progress in Core Competency certification with the Department each quarter in the first year, semi-annually thereafter
- Allow at least one (1) hour off-desk time or its equivalent each week to library staff to work on Core Competency classes
- Decide on recognitions/incentives for certification completion (e.g.: bonus, extra vacation day, promotion)
- Work with library staff to build a designated path of learning beyond the Core
- Decide how the certification links to current/future employment

The Department will:

- Provide a timeline for Core Competency certification completion
- Outline the recommended path of study for Core Competency certification

- Provide resources for the recommended path of study via a LibGuide hosted on the Department website
- Continue to evaluate and build the Core Competency LibGuide
- Continue to provide enriched training opportunities at the Sussex County Library Staff Development Day
- Continue to stay abreast of trending training needs and opportunities
- Connect with the Community Resource Exchange to facilitate training opportunities in specific subject areas
- Seek out valuable face-to-face and virtual training
- Experiment with new means to provide access to training
- Provide a means to suggest training and report training needs
- Continue to dedicate a percentage of County and State monies to the Core Competency certification program while funding levels are intact