

Lewes Public Library Board of Commissioners
November 22, 2016, 8:30 a.m.
Delaware Room

Attending the meeting were: Board Members Lou Braithwaite, Ned Butera, Tom Hall, Hugh Leahy and Chanta Wilkinson. Also attending were Friends of the Lewes Public Library President Candace Vessella, LPL Acting Director Kristen Gramer, LPL Teen Services Librarian Lea Rosell and Lewes City Councilman Rob Morgan.

Meeting called to order by Board Chairperson Hugh Leahy at 8:35 a.m.

Approval of Minutes

The minutes of the October 25, 2016 regular meeting were reviewed. Motion to accept the minutes was made and accepted unanimously.

Financial Reports

Hugh Leahy presented the financial reports. Discussed a consideration for re-evaluation of the property values for the real estate at the Village of Five Points and Hawkseye. Also discussed a possible change from a debit card to a credit card for the use of staff for budgeted small purchases.

Director's Report

Presented by Kristen Gramer. For details, see attached. Additional items of interest – The donation of flags for the large meeting room by the Eastern Sussex Republican Club (American flag and Delaware flag) and the Zwaanendael Club (American flag). A Volunteer Appreciation Party will be held in the large meeting room on December 2 10:00-12:00. Board members were encouraged to attend.

Friends' Report

Candace Vessella provided the following updates:

Friends Board – Three new members to be named for 2017. Also a time change for board meetings to 5:30-7:30pm with an added speaker event for June.

Membership – Memberships are at the highest number since the beginning of the organization; also they will be conducting a survey in February to garner feedback for future planning.

Tee shirts - On 11/29/16 the Friends will present a check to the Cape Henlopen High School for its portion of the proceeds of the sales of custom tee shirts designed and produced by the students.

Just Between Friends Shop: New glass display case to be built in alcove.

Lewes'iana Ball – Event was a success and garnered a net profit. The Second Annual Lewes'iana Ball will be held on November 4, 2017.

Holiday Shopping Event - for Friends members on December 3, 2016 3:00-5:00 at the library.

Old Business

Fundraising Needs - Hugh Leahy gave an update of progress on the Raffle, Annual Appeal and sale of Solar Panels. Raffle to be for one of two cruises (domestic or international) or cash. Annual Appeal letters have been mailed.

Wage & Hour Overtime – Impact yet to be determined due to changing political climate.

Strategic Planning Special Committee – Hugh Leahy presented a handout with an outline of steps involved. Suggestion was made to include more metrics. Hugh asked for, and received an endorsement from the board to continue with the plan as outlined.

Building Punch List – Tom Hall reported that work is continuing with specific mention of the needs of the Delaware Room, the display case in the Friends’ shop and questions regarding roof leaks and possible fixes. Also discussion regarding a possible display case or area for awards, etc.

Capital Maintenance Plan – Tom Hall is working on this and hopes for completion by June 2017.

New Business

Search Committee – covered during Director’s Report. To date, five responses have been received.

BDO Financial Statement – Part of state oversight – covered by Hugh Leahy.

Future Meeting Dates – The December meeting date was changed to December 20, 2016. Meeting dates for 2017 were established with four of the meetings moved to an evening time slot of 7:00 to allow for public participation.

Other – Questions were posed by Ned Butera to Rob Morgan, City Council member, regarding meters for the irrigation system, landscaping plans, cost-sharing of parking lights and snow clearance of parking area and sidewalks. Lou Braithwaite reported on the planting of tulip bulbs by Lewes In Bloom (over 1,000 to date) around the building and about preliminary plans for the “Garden For All Ages” at the rear of the building. Mention was also made regarding the creation of a possible Deldot bus stop in the vicinity of the library. Ted Becker has been contacted and is looking into feasibility of the matter.

Meeting was adjourned at 10:51 a.m.

Respectfully Submitted

Lou Braithwaite
Secretary

**Lewes Public Library
Director's Report
November 2016**

I. Collection

Current collection size: 58,003

	November 2016	YTD FY17	November 2015	YTD FY16
Titles added	368	1,762	335	1,702
Total circulation	16,473	98,377	13,168	82,054
Juvenile circulation	3,871	25,354	3,043	20,970
eBook circulation	2,039	10,863	1,910	10,232

II. Programs

	November 2016	YTD FY17	November 2015	YTD FY16
Daily Traffic	11,822	71,640	11,097	54,134
Programs	79	385	48	304
Attendance	2,009	9,396	680	6,216
Adult programs	44	228	25	159
Adult attendance	691	3,267	232	1,638
Children's programs	28	124	23	145
Children's attendance	1,183	5,748	448	4,578
Teen programs	7	34	4	19
Teen attendance	135	416	91	368

Program Highlights:

November 2, Beyond Calories & Exercise (Integrative Health, Dr. Jani), 51 attendees

November 2, Native Peoples of Delaware, 26 attendees

November 4, Andrea Mays Book Signing & Lecture (History Book Festival) – 74 attendees

November 7, Cooks & Books Thanksgiving Dinner – 23 attendees

November 12, Teen Movie Night – 14 attendees

November 19, Family Game Night – 72 attendees

In addition to her 10 regularly scheduled Storytimes, (510 attending), Maureen provided 11 additional Storytimes to community groups including Bethel Preschool, ECAP, Little Vikings, Beach Babies, and Head Start with 243 attendees.

Upcoming Programs:

December 9 – January 5, Fabric of Survival
January 10, 12 p.m., Dealing with Arthritis in Cold Weather
January 11 & 18, 10 AM – Beginner iPad Class

Program changes:

Drop-in Computer Help: We are changing from Drop-in Computer Help one day a week to scheduling appointments for one-on-one help. That will provide more flexibility for patrons and allow additional staff to participate.

III. Facility

Snow Removal: Heather is searching for a company or individual to remove snow from our sidewalks as needed. She has contacted numerous companies and is still waiting to hear back.

Delaware Room Door: The left side of the DE Room door has a faulty mag lock. Sonitrol was in Tuesday, Dec. 13 to check all parts of the door and found the faulty lock. They have disarmed all parts of the door per Heather’s request, until the door company can fix the lock. Snuffy and Dean are aware of the issue and are in contact with the door vendor.

IV. Technology

Computer Training Room: The Desktop PCs in the Computer Training Room are being switched out with laptops on January 11.

V. Staff Development

Director Search: The Director Search is underway. We had 11 applicants and interviewed 6 of them – 4 in person and 2 via Skype. The Committee will meet on Monday, Dec. 19 to discuss the interview candidates.

Heather taught an Osher Class on library resources called “Your Library – More than Books!” during their Fall 2016 semester and received outstanding feedback. She’s been asked to teach the class again.

VI. Miscellaneous

Meeting & Study Room Use:

	November 2016	YTD FY17	November 2015	YTD FY16
Meeting Rooms	63	202	13	65
Study Rooms	142	637	N/A	N/A

State/County Meetings:

Kristen, Hugh, and Candace attended the Library Town Hall meeting in Dover on Thursday, Dec. 1.

Kristen attended the County Director’s meeting on Thursday, Dec. 8 and will attend the next meeting on Thursday, Jan. 12.

Berni attended the Adult Services meeting on Tuesday, Dec. 6 and will attend the next meeting on Wednesday, Jan. 4.

Heather will continue to attend monthly State and County Circulation meetings.

Professional Development:

Maureen & Ashley completed a 4-week, 10-hour online course, “Getting Started with Sensory-enhanced Storytimes.

Lea will attend an online webinar for Beanstack Administrators on Thursday, Jan. 19. Beanstack is the online platform that summer reading users will use to: sign up for summer reading programs, track progress, collect badges for reaching milestones, and print certificates of completion.

Lea will also be attending the DLA Long Range Planning Committee and After School Network meetings in January.

New User Registrations:

	2015	2016
April	105	108
May	108	1
June	198	264*
July	187	492
August	175	370
September	160	311
October	126	239
November	100	217

*June 20 – June 30.