

Lewes Public Library Board of Commissioners
October 17, 2017, 8:30 am
Delaware Room

Attending the meeting were: Board members Lou Braithwaite, Ned Butera, Rachel Grier-Reynolds, Hugh Leahy and Chanta Wilkinson. Also attending were LPL Executive Director Andrea Tillinghast, LPL Development Director Rebecca Lowe, LPL Asst. Director for Youth Services Lea Rosell, Friends of the LPL President Candace Vessella and Lewes City Councilmen Rob Morgan and Dennis Reardon.

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

Approval of Minutes

Motion to accept the minutes for the September 25, 2017 regular meeting and executive session made, seconded and accepted unanimously.

Financial Report

Andrea Tillinghast and Ned Butera presented the current financial reports.

Director's Report

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

Friends' Report

Candace Vessella provided updates on:

- Fall Book Sale – Preview Sale for members and Public Book Sale and History Book Festival Sale. The group is currently reviewing book donation guidelines.
- Bayou Bash – Down-sized fundraiser is scheduled for November 4th featuring live music, dancing and refreshments.
- Holiday Shopping opportunity for members (12/2)

Old Business

Fundraising Update (Rebecca Lowe) – Gave updates on Community Carnival, Dragonboat Festival, Shakespeare Festival (including Shakespeare in the Stacks) and the History Book Festival.

Endowment Building Project Update (Hugh Leahy) – Work continuing.

Financial Manager Search – (Hugh Leahy) – Motion made, seconded and accepted unanimously to move from Metz to the Lokken Group.

Building Punch List (Ned Butera) – Most items completed with the exception of ongoing sewer issues.

2017-18 Board Topic Priorities (Hugh Leahy) – Board verbally accepted the priorities as outlined in the handout.

Policies Adoption (Andrea Tillinghast) – Motion made, seconded and accepted unanimously to accept the new Circulation Desk Policy and Procedure as presented. Also discussed progress on policies regarding Credit Card Use and Personnel.

New Business

Strategic Plan Progress Report (Andrea Tillinghast) – Reviewed status of the implementation of the 2018-2022 Strategic Plan.

Administrative Matters

Annual Appeal – Reviewed draft of the Annual Appeal letter with suggestions made as to changes. Board members will be alerted when letters are ready for personalizing.

Directors & Officers Insurance – Shared detailed information with the board on existing policy.

Public Comments – None

Executive Session

Board voted to go into Executive Session at 10:57 am.

Regular meeting called to order upon adjournment of Executive Session. Board voted to adopt the consensus reached during the Executive Session.

Meeting adjourned at 12:12 am.

Next scheduled meeting Tuesday, November 21, 2017 at 8:30 am.

Respectfully Submitted

Lou Braithwaite
Secretary