



Lewes Public Library Board of Commissioners

September 25, 2017, 8:30 a.m.

Delaware Room

Attending the meeting were Board Members Ned Butera, Hugh Leahy, Rachel Grier-Reynolds, and Chanta Wilkinson; also attending were LPL Director Andrea Tillinghast; Friends President Candace Vessella; and LPL Director of Development Rebecca Lowe.

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

Approval of Minutes

The minutes of the August 22, 2017 regular meeting were reviewed. The Board voted unanimously to accept the minutes as presented.

Financial Reports

Treasurer Ned Butera presented the financial reports.

Director's Report

For details, see Director's August Report attached.

Digital Skills Conference - Technical Services Coordinator Margret Melson gave a report regarding the Digital Skills Conference held in Seattle, WA that she recently attended.

Friends' Report

Friends Board President Candace Vessella provided the following update:

- Friends Book Sale – Preparations underway for the upcoming book sale to be held on September 30th.
- History Book Sale – Will take place on October 7th from 10:00 – 4:00 p.m.
- Holiday Sale – Sale will take place on December 2nd and will focus on children's books.
- Lewes'iana Bayou Bash – The event will be held on November 4th in the LPL. Tickets are currently on sale.

Old Business

Fundraising Update – Development Director Rebecca Lowe provided a fundraising update.

- Old Fashioned Carnival – The event was success with an estimated 500 people in attendance and 13 sponsors.
- Shakespeare Festival – The event was success with great attendance at the dinner and play. 519 people in total participated in the week - long festivities.

Financial Manager Search - Three (3) finalists have undergone second round interviews. The search committee will present a recommendation to the Board.

Building Punch List – Trees are being planted in the parking lot. Also, the punch list only has a couple of remaining items.

Lewes in Bloom, Garden for All Ages – A revised site plan for the garden was distributed. Board Chair Hugh Leahy presented a draft MOU between City, Lewes in Bloom and LPL.

POW/MIA Chair of Honor – Discussion ensued surrounding the placement of a chair in the LPL honoring POWs/MIA. The Board voted unanimously to decline placement of a chair at the Library.

New Business

Policy Revisions

1. Art Exhibit Policy – The policy was reviewed and a Motion was made to adopt the Art Exhibit Policy. The Board voted unanimously to approve the policy as presented.
2. Lobby Table Space – The policy was reviewed and a discussion ensued. A motion was made to adopt the Lobby Table Space Policy with discussed additions. The Board voted unanimously to approve the policy.
3. Personnel Policy – A discussion ensued surrounding the inclusion of a “Flexible Work Schedule” provision in the Personnel Policy. Board Vice Chairwoman Chanta Wilkinson stated that she will consult with a Human Resources expert regarding the proposed provision and will follow-up at the next Board meeting.

Board Topic Priorities – The Board reviewed and discussed topics of priority for the upcoming year.

Meeting was adjourned at 10:45 a.m.

Respectfully submitted
Chanta Wilkinson
Vice Chairwoman

Lewes Public Library
 Director's Report
 October 17, 2017

I. Statistics

Collection

- Current collection size: **59,113**

| | Sept. 2017 | YTD FY18 | Sept. 2016 | YTD FY17 |
|----------------------|-------------------|-----------------|-------------------|-----------------|
| Titles added | 317 | 994 | 296 | 1,074 |
| Total circulation | 17,940 | 63,210 | 18,649 | 64,495 |
| Juvenile circulation | 3,883 | 16,292 | 3,983 | 17,772 |
| eBook circulation | 2,437 | 7,599 | 2,363 | 6,801 |

Programs & Library Use

| | Sept. 2017 | YTD FY18 | Sept. 2016 | YTD FY17 |
|-----------------------|-------------------|-----------------|-------------------|-----------------|
| Daily Traffic | 14,753 | 47,480 | 13,770 | 48,307 |
| Programs | 69 | 252 | 70 | 229 |
| Attendance | 1,338 | 5,210 | 1,720 | 5,909 |
| Adult programs | 47 | 157 | 47 | 136 |
| Adult attendance | 839 | 2,358 | 621 | 1,896 |
| Children's programs | 16 | 72 | 23 | 93 |
| Children's attendance | 466 | 3,266 | 1,099 | 4,013 |
| Teen programs | 6 | 23 | 4 | 18 |
| Teen attendance | 27 | 163 | 34 | 137 |
| Meeting Rooms | 61 | 167 | 44 | 94 |
| Study Rooms | 125 | 484 | 88 | 359 |
| New User Registration | 303 | 905 | 311 | 1,173 |
| Public Computer Users | 1,319 | 4,421 | 1,076 | 3,665 |
| Wifi Users | 819 | 2,821 | 675 | 1,751 |

II. Administrative, Advocacy & Outreach Activities

- Met w Dearborn National agent, Clay Monroe re: policy – 9/28
- Responded to 2 patron accidents, followed up with Selective Insurance – 9/27, 10/3
- Attended Independent Libraries of Sussex County meeting – 9/29
- Attended Friends' Fall Book Sale, Lewes Oktober Fest, Historical Lewes Farmers Market, Downtown Lewes Sidewalk Sale, etc – 9/30
- Met w Admin of Lewes FreeCodeCamp – 10/6
- Attended History Book Festival – 10/7
- Attending Public Comment meeting for Sussex County Comprehensive Plan – 10/11
- Attending Lions Club – 10/11
- Participating in Professional Development Advocacy webinar – 10/11
- Attended LPL/PFLAG program – 10/10
- Began work on LibPAS – 10/10
- Attending Sussex County Library Director's meeting – 10/12

III. Financial Management/Fundraising

- Met w President Leahy, Treasurer Butera re: Financial Manager selection – 9/27

IV. Personnel Management/Staff Development

- Met w Assistant Director for Youth Services, L. Rosell – 9/28
- Attended meeting with President Leahy & VP Wilkinson – 10/2
- Accepted informal retirement announcement, Adult Programming Coordinator, B. Stadler (intends to retire January 20, 2018)
- Met w Assistant Director for Youth Services, L. Rosell – 10/4
- Met w Development Director, R. Lowe – 10/6
- Met w Operations Manager, H. Lachmann re: Book drop, cash handling – 10/10

V. Facility Management

- Met w Dean Johnson, Becker Morgan rep, Lewes BPW re: sewer – 9/27