

Lewes Public Library Board of Commissioners
December 20, 2016, 8:30 a.m.
Medium Conference 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, LPL Development Director Rebecca Lowe and Lewes City Councilman Rob Morgan.

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

Approval of Minutes

The minutes of the November 22, 2016 regular meeting and executive session were reviewed. Motion to accept the minutes for both was made and accepted unanimously.

Lewes In Bloom Presentation

Lewes In Bloom representatives made a power point presentation and answered questions about the proposed plans for the “Garden For All Ages” to be located adjacent to the library. Also in attendance for this presentation were: Eric Wahl (LIB), Nancy Phillips (LIB), Jane Ellan Golde (LIB), Warren Golde (LIB), Chris Besche, Lewes Parks & Recreation Commission and LPL Asst. Director of Youth Services Maureen Miller. After the presentation a motion was made and accepted unanimously to send a letter to the Lewes Mayor and Council endorsing the concept as presented.

Governance Video Series

Viewed a short video entitled “What It Means to Be a Trustee”, part of a series of videos (Short Takes for Trustees) created by a division of the American Library Association. Decided to start future meetings with relevant videos. Next meeting to start with “Strategic Planning”. Question was raised regarding an “Indemnification Clause” for the LPL. While it was confirmed that LPL carries Directors and Officers Liability Insurance, Chanta Wilkinson will research and get back to BOC.

Financial Reports

Hugh Leahy presented the financial reports. Discussed a need to review the budget more carefully in light of new building variances being noted and report variances we now can expect for the year ending in June 2017

Director's Report

Presented by Kristen Gramer. For details, see attached. Highlights – Partnerships with other community organizations including Beebe Healthcare and area pre-shcools. Also noted a change in program for the Drop-In Computer Help.

Friends' Report

Candace Vessella provided the following updates:

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

Old Business

Fundraising Needs - Hugh Leahy gave an updates on the Raffle, Annual Appeal, Solar Panels and

Endowment.

- Raffle “Choose Your Cruise” – Deposit has been paid on the two options and the application has been filed with the State Gaming Commission. Tickets will be limited to 300 with a price of \$100 each. Ticket sales to begin February 1, 2017 with a drawing on April 28, 2017. BOC members were asked to commit to sell ten tickets each.
- Annual Appeal – Income slightly down at this point. Rebecca Lowe reported that the library had received a \$10,000 unrestricted donation – decision to be made regarding its allocation with agreement from donor.
- Solar - \$55,000 raised thus far from sales of panels. Rebecca Lowe reported the receipt of a grant from the Crystal Foundation for \$60,000. Discussion of need to create the education kiosk for the solar panels.
- Endowment – in process.

Search Committee

Lou Braithwaite reported on the progress of the search committee for a new executive director. Eleven applications were received. Six preliminary interviews were held during the period of December 13-15 (4 in-person, 2 via Skype). Narrowed down to three intensive in-person interviews scheduled for early January to include staff and BOC members.

Strategic Planning Special Committee – Hugh Leahy gave an update of progress, including revisions of the Mission and Vision Statements. Also the survey for public input underway. Discussed actions required to solicit additional input including a press release to the Cape Gazette, an email blast and possible email to area schools. Candace Vessella reported that the Friends will be conducting their own survey in February and will share their results with the BOC and the Strategic Planning Committee.

Building Punch List – Tom Hall reported that work is continuing with specific mention of the needs of the Delaware Room door and the need to look into converting the ADA pad from battery-operated to hard-wiring. Also need to continue to investigate the leak in the teen room ceiling. The goal is to have the punch list finalized in January. Also briefly discussed the possible need for a handyman for the library building.

Capital Maintenance Plan – Need to create a Schedule of Values and to give consideration to establishing a reserve fund.

New Business

Fundraising Plan 2017 – Rebecca Lowe presented a handout with the Fundraising Plan for 2017. Also included current fundraising guidelines used by the Friends. Expressed a need to develop clearer fundraising goals and methods and to coordinate all efforts (including the Friends) so as to avoid duplication and donor fatigue. Request was made to have fundraising plans to Rebecca Lowe by the third week of January 2017.

Future Meeting Dates – The next regular meeting will be Tuesday, January 31, 2017 7:00 pm.

Meeting was adjourned at 11:02 am.

Respectfully Submitted

Lou Braithwaite
Secretary

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

I. Collection

Current collection size: 58,188

	December 2016	YTD FY17	December 2015	YTD FY16
Titles added	292	2,054	274	1,976
Total circulation	15,505	119,102	13,512	95,566
Juvenile circulation	3,056	28,410	2,887	23,857
eBook circulation	2,164	13,027	1,800	12,032

II. Programs

	December 2016	YTD FY17	December 2015	YTD FY16
Daily Traffic	11,509	83,149	9,965	73,939
Programs	73	458	59	419
Attendance	1,542	10,938	777	7,351
Adult programs	49	277	35	238
Adult attendance	783	4,050	217	2,243
Children's programs	17	141	24	171
Children's attendance	633	6,381	560	5,108
Teen programs	7	40		
Teen attendance	126	507		

Program Highlights:

December 2, Irish Step Dancers, McAleer School of Dance, 114 attendees
 December 7, Male Menopause (Integrative Health w/Dr. Jani), 33 attendees
 December 7, Delaware in WWII (DHF, Dr. Gary Wray) – 47 attendees
 December 9, Through the Eye of the Needle (DHF, Fabric of Survival) – 43 attendees
 December 15, Celtic Harp Concert – 70 attendees

Upcoming Programs:

February – May 2017, Continue partnering with Beebe Integrative Health, 4-week Wellness Workshop, Chair Yoga, Tai Chi, Vegetarian Sushi, several programs by Dr. Jani

Feb. 4 – Apr. 15 – AARP Tax Aide

Feb. 25 – Teen Job Fair with workshops the week before, Job Applications, Interview Techniques, Money Management

III. Facility

Snow Removal: Received two contracts waiting for board approval.

Delaware Room Door: 1/11/17 Snuffy removed mag lock to send to the door manufactures check.

IV. Technology

Computer Training Room: The Desktop PCs in the Computer Training Room have been switched out for laptops.

Self Checkout Station – Heather has been in contact with TechLogic and is trying to find out if we can return the equipment. We paid half the cost of the equipment (\$4,646.26) in April.

V. Staff & Professional Development

Berni – Delaware Humanities Forum grant application training. They recently switched from paper to an online form.

Margaret – Attended a webinar, *Decibels & Decimals: Free Speech in the Library*, presented by Jamie LaRue and Deborah Caldwell-Stone, both from ALA.

Circulation Assistant, Ashley Hoffman, left at the end of December. We have hired Tracey Dietz to replace her. Her first day is February 7.

VI. Miscellaneous

Meeting & Study Room Use:

	December 2016	YTD FY17	December 2015	YTD FY16
Meeting Rooms	38	240	9	74
Study Rooms	104	741	N/A	N/A

State/County Meetings:

Kristen attended the County Director’s meeting on Thursday, Jan. 12. Prior to the meeting the group attended “Coffee with Carney” at JD Shuckers in Georgetown.

Rebecca & Hugh will attend a meeting of Independent Library Directors & Board representatives to discuss strategies for dealing with potential State and County funding issues.

Berni continues to attend Adult Services meetings. Sussex County received a grant to be split among all Sussex libraries for Adult Programming. Adult Services met and decided to do one Trivia Nite at each library; and a concert at each library - to be advertised as the "1st Annual Sussex County Library Summer Concert Series." Berni is the point person in planning and booking these concerts for fourteen libraries.

New User Registrations:

	2016	2015
April	108	105
May	1	108
June	264*	198
July	492	187
August	370	175
September	311	160
October	239	126
November	217	100
December	141	99

*June 20 – June 30.