

Lewes Public Library Board of Commissioners
February 28, 2017, 8:30 am
Medium Conference Room

Attending the meeting were: Board Members Lou Braithwaite, Ned Butera, Tom Hall (via conference call), Hugh Leahy, Chanta Wilkinson and Emeritus Commissioner Beckie Healey. Also attending were Friends of the Lewes Public Library President Candace Vessella, LPL Acting Director Kristen Gramer, LPL Development Director Rebecca Lowe, LPL Circulation Manager Heather Lachmann and Lewes City Councilman Rob Morgan.

Meeting called to order by Board Chairperson Hugh Leahy at 8:38 am.

Approval of Minutes

Motion to accept the minutes for the January 31, 2017 regular meeting and the minutes for the Executive Session of the same date was made and accepted unanimously.

Governance Video Series

Viewed a short video concerning advocacy, part of a series of videos (Short Takes for Trustees) created by a division of the American Library Association.

State Budget and Advocacy Matter – Kristen Gramer outlined steps undertaken towards advocacy issues including distributing a handout covering “Sussex County Library Facts” which highlights user figures. Suggestion was made to create a similar document for the Lewes Library. Also discussed an effort underway to collect personal stories from patrons of how the library has affected their lives. Board members were reminded of upcoming opportunities for advocacy.

Financial Reports

2017 Budget Update - Ned Butera presented the financial reports.

Capital Campaign & Building Project Update – Presented by Hugh Leahy including a handout of the New Library Project Cost Summary.

Corporate Resolution – Motion was made and accepted unanimously to accept a Corporate Resolution regarding the property at Hawkseye. (See attached)

Director's Report

Presented by Kristen Gramer. For details, see attached.

Friends' Report

Candace Vessella provided an overview and updates on the progress of the Friends' upcoming survey, the Annual Book Sale and the Lewes'iana Bayou Ball.

Old Business

Fundraising Coordination & Calendaring – Rebecca Lowe gave an overview of the current status of the Annual Appeal, the Solar Appeal and the Raffle. Also discussed planning and coordination efforts underway for the Community Carnival, the Shakespeare Festival and possible partnering with the Dragonboat Races.

Endowment Building Project Update - Presented by Hugh Leahy.

Strategic Planning Special Committee Update – Overview presented by Hugh Leahy including

coverage of two Stakeholders' Meetings held on February 22 & 23.

Building Punch List – Ned Butera reported that work is continuing on specific needs including the roof leak, surge protectors and the front door.

New Business

Lewes In Bloom, Garden For All Ages – Discussed issues and concerns related to the project including water and electrical needs. Suggestion was made to have specific questions to address at the next scheduled board meeting.

New Director Schedule and Discussion – The new Director is scheduled to begin April 1, 2017. A small "Meet & Greet" reception is planned for staff and others on Friday, April 7 at 5:00 at the library. Also discussed other possibilities for familiarizing the director with members and organizations in the community.

Insurance – Tom Hall and Hugh Leahy covered issues related to insurance for staff travel.

Executive Session – Motion was made and passed to go into Executive Session to discuss issues related to personnel.

Respectfully Submitted

Lou Braithwaite
Secretary

**Lewes Public Library
Director's Report
February 2017**

I. Collection

Current collection size: 58,589

	February 2017	YTD FY17	February 2016	YTD FY16
Titles added	349	2,783	357	2,636
Total circulation	15,795	147,461	14,601	124,663
Juvenile circulation	3,312	35,727	3,125	29,813
eBook circulation	2,120	17,480	2,038	15,926

II. Programs & Library Use

	February 2017	YTD FY17	February 2016	YTD FY16
Daily Traffic	11,501	106,532	12,586	98,462
Programs	65	583	65	477
Attendance	1,298	13,363	1,505	9,708
Adult programs	39	354	32	245
Adult attendance	448	4,942	448	2,634
Children's programs	11	169	27	226
Children's attendance	345	7,350	609	6,595
Teen programs	15	60	6	25
Teen attendance	505	1,071	448	775
Meeting Rooms	48	342	21	115
Study Rooms	155	1,049	N/A	N/A
New User Registration	182	2,152	124	1,099
Public Computer Users	1,118	9,094	716	6,149
Wifi Users	674	5,026	243	2,599

Program Highlights:

Food for Thought & Topical Seminars – discussion groups, 20-35 people

Partner with Beebe Integrative Health – Sugar Detox 101 – 37 attendees

Chair Yoga – 4 week series – 15 people

Upcoming Programs:

March 24, Fireside Forum: A Visit with F. Scott Fitzgerald (DE Humanities Forum) – Full - 25 people registered and there's a waiting list

March 25, Past Life Regression – 40 people registered

March 30 – May 18, Great Decisions, Foreign Policy 8-part discussion series – 50+ people registered

III. Facility

IV. Technology

Evanced – Kristen & Lea are working on transitioning our current Library events and Community Events calendars from Google Calendars to Evanced. Eventually, people will be able to view meeting room availability online and reserve a room through Evanced.

V. Staff & Professional Development

Lea – Attended 2 webinars, “Booklist Spring YA Announcements” and “Information Literacy in the age of Fake News.”

Kristen – Completed 4-week eCourse through DDL and ALA, “How to Market Your Library.”

VI. Miscellaneous

State/County Meetings:

Lea & Maureen attended the Sussex County Youth Services Meeting on March 3

Heather attended the County Circulation Meeting on March 15

Kristen will attend the State Library Directors' Meeting on March 21.

Lea & Maureen will attend the State Youth Services Meeting on March 24.

Kristen, Lea, and Heather will attend Delaware Library Legislative Day on March 28 in Dover.

Several staff plant to attend the MLA/DLA Conference in Cambridge, MD in May.