

Lewes Public Library Board of Commissioners
January 31, 2017, 7:00 pm
Large 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 Teen Services Librarian Lea Rosell, LPL Development Director Rebecca Lowe, LPL Circulation Manager Heather Lachmann, Lewes City Councilmen Rob Morgan and Dennis Reardon and members of the public.

Meeting called to order by Board Chairperson Hugh Leahy at 7:01 pm.

Approval of Minutes

Motion to accept the minutes for the December 20, 2016 regular meeting was made and accepted unanimously.

AIA/ALA Award Presentation

Brad Hastings of BMG presented a plaque to the board in recognition of receiving the AIA Chesapeake Merit Award.

Governance Video Series

Viewed a short video entitled “Strategic Planning”, part of a series of videos (Short Takes for Trustees) created by a division of the American Library Association.

Financial Reports

Ned Butera presented the financial reports.

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' shop, the Annual Book Sale and the Lewes'iana Bayou Ball.

Old Business

Fundraising Coordination & Calendaring – Rebecca Lowe gave an overview regarding coordination of fundraising efforts. Stressed the need to generate sponsorships. Also reported on upcoming volunteer recruitment meetings. Update on the “Choose Your Cruise” raffle – Display and promotional materials to be distributed. Tickets now available.

Annual Appeal, Solar Appeal & Endowment Building – Overview presented by Hugh Leahy

Strategic Planning Special Committee – Overview presented by Hugh Leahy

Building Punch List – Heather Lachmann and Tom Hall reported that work is continuing on specific needs.

Search Committee - Lou Braithwaite reported on the progress of the search committee for a new executive director.

Report to the Community – Hugh Leahy presented a discussion draft for consideration.

New Business

Collection Development Policy – Kristen Gramer gave an overview of the current policy and process.
State Budget and Advocacy Matters – Hugh Leahy discussed the needs of advocacy due to the uncertainty surrounding possible state budget cuts. Focused on possible impacts such cuts might have on library functions and capabilities.

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 January 2017

I. Collection

Current collection size: 58,454

	January 2017	YTD FY17	January 2016	YTD FY16
Titles added	380	2,434	303	2,279
Total circulation	17,784	136,886	14,496	110,062
Juvenile circulation	4,005	32,415	2,831	26,688
eBook circulation	2,333	15,360	1,856	13,888

II. Programs & Library Use

	January 2017	YTD FY17	January 2016	YTD FY16
Daily Traffic	11,882	95,031	11,937	85,879
Programs	60	518	54	412
Attendance	1,127	12,065	931	8,203
Adult programs	38	315	29	213
Adult attendance	444	4,494	274	2,186
Children's programs	17	158	25	199
Children's attendance	624	7,005	626	5,986
Teen programs	5	45		
Teen attendance	59	566		
Meeting Rooms	54	294	20	94
Study Rooms	153	894	N/A	N/A
New User Registration	202	1970	130	975

Program Highlights:

January 10, Arthritis in Cold Weather, 28 attendees
 January 11, Cooks & Books, Cookbook Book Club, 18 attendees
 Food for Thought, weekly program, 25-30 attendees
 Teen Job Fair & Workshops

Upcoming Programs:

Feb. 4 – Apr. 15 – AARP Tax Aide

March 16/23, Intro to Plant Based Eating

March 24, Fireside Forum: A Visit with F. Scott Fitzgerald (DE Humanities Forum)

III. Facility

IV. Technology

Self Checkout Station – The Self Checkout equipment has been returned. There is a 20% restocking fee and we will get a refund for the rest of our 50% deposit.

Website – Rebecca & Kristen met with Christine Karpovage from DDL to begin the process of designing our new website. She estimates a start date of March 15 and a finish date of mid-May.

V. Staff & Professional Development

Lea – Attended Evanced training at DDL. We are moving our Library and Community events to Evanced.

Lea – Attended NASA@myLibrary webinar and signed the Library up to be a solar eclipse spot during the solar eclipse that will take place in August.

Kristen – Participating in a 4-week ecourse through DDL and ALA, “How to Market Your Library.”

Margaret – Attended a webinar, “Circulating Unusual Items.”

Rebecca – Attended a one-day Social Media conference at Del Tech.

VI. Miscellaneous

State/County Meetings:

Kristen attended the County Director’s meeting on Thursday, Feb. 9.

Kristen attended a meeting of Independent Library Directors & Board representatives to discuss strategies for dealing with potential State and County funding issues on Feb. 15.

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

