



Lewes Public Library Board of Commissioners

July 12, 2016, 8:30 a.m.

Delaware Room

Attending the meeting were Board Members Ned Butera, Beckie Healey, Hugh Leahy, Barbara Vaughan and Chanta Wilkinson; also attending were LPL Friends President Candace Vessella; LPL Director Ed Goyda; Sussex County Library Advisory Board Member Mary Schwanky; and Lewes City Councilmen Rob Morgan and Dennis Reardon

Meeting called to order by Board Chairwoman Beckie Healey at 8:35 a.m.

Approval of Minutes

The minutes of the June 14, 2016 regular meeting were reviewed and corrections were noted. A motion was made to accept the minutes with the noted corrections. The Board voted unanimously to accept the minutes as corrected.

The Board agreed that the current slate of officers will remain in their posts until Chairwoman Beckie Healey completes her term at the end of 2016. The current slate of officers is as follows:

1. Beckie Healey - Chairwoman
2. Ned Butera - Vice Chair
3. Hugh Leahy – Treasurer
4. Chanta Wilkinson – Secretary
5. Barbara Vaughan – At Large Member

A motion was made to accept the slate of officers. The Board voted unanimously to accept the motion.

Executive Session will be held on Tuesday July 19th at 9:00 a.m. to discuss the Board's leadership needs for the upcoming term.

Financial Reports

There was no financial report this month.

Delaware Community Foundation Letter - Letter dated July 8, 2016 that addressed concerns regarding the current investment environment and the lower returns that the DCF's investment strategy has been yielding.

Investment Policy – Hugh distributed an Investment Policy Comparison Analysis for the Board's review. The Board will review the revised Investment Policy and provide any comments to Hugh by July 31st. The Board will vote on the policy at the August 9, 2016 meeting.

Director's Report

For details, see Director's June Report attached.

Friends' Report

Friends Board President Candace Vessella provided the following update:

Just Between Friends Shop - The shop is doing really well, people are coming in, making purchases and it's getting new products virtually every day.

Volunteers – There are currently 60 volunteers who help with shop operations and book sorting. The volunteers attended a 10- hour training held in May.

Book Sale – The sale will be held on October 1, 2016. Every book will now have a price tag, and a pricing system is being reviewed.

Lewes'iana Ball – The dinner dance event will be held on November 5, 2016 at the Officers Club in Cape Henlopen State Park. Tickets can be purchased online via Ticket Leap.

Capital Campaign Update

Hugh Leahy provided an update. To date, \$10,956,071 has been raised and committed. There is a remaining \$438,132 to be raised. A plan has been devised to raise the additional funds.

Old Business

BPW Meeting - The LPL must present to the BPW whether or not an electric impact fee of \$15,000 is appropriate. The LPL thinks that the spirit of the impact fee is not applicable in light of current technology, solar energy, etc. The LPL will follow-up with a letter to Darrin Gordon, General Manager, requesting that the Board look into this matter. It must also be determined whether the LPL overpaid \$7,000 for the transformer.

Ribbon-Cutting - The Ribbon Cutting was held on June 25, 2016 and was a successful, fun celebration.

New Business

Lease Termination – The LPL’s lease termination date for the old building is July 31, 2016. Any remaining items will be removed from the building prior to that date.

Clean Cut – Vice Chair Ned Butera spoke with Clean Cut and was informed that the fence will be installed the week of July 18th. In regards to the trees/plants that are dead, an inventory will be conducted and any unhealthy trees/plants/shrubs that need to be replaced will be replanted in the fall.

Meeting was adjourned at 10:35 a.m.

Respectfully submitted

Chanta Wilkinson

Secretary

Lewes Public Library

Director’s Report

June 2016

I. Collection

Current collection size:

	June 2016	YTD FY16	June 2015	YTD FY15
Titles added	396	4,170	450	4,781
Total circulation	10,587	167,715	17,707	190,074

Juvenile circulation	3,083	39,017	4,634	44,013
eBook circulation	1988	23,855	1,815	21,749

II. Programs

	June 2016	YTD FY16	June 2015	YTD FY15
Programs	68	706	77	843
Attendance	1,371	13,936	1,458	13,946
Adult programs	45	382	38	485
Adult attendance	579	4,360	270	4,662
Children’s programs	23	324	39	348
Children’s attendance	792	9,576	1,188	9,284

III. Facility

Audiovisual: Meeting room projector and audio systems are up and running. We’re waiting on the microphone connection to the Intercom from Mid South Audio.

People Counters: The people counters are up and running as of June 27.

Security: The security system and the cameras are operational. There’s some tweaking needed to allow access to the meeting rooms outside of library hours.

Vending Machines: Canteen has been informed about the “Lewis” Library issue.

IV. Technology

Circulation Station: Programming continues on the hybrid checkout stations.

OPACs: DDL has one OPAC installed. There are three more on the way.

Smartboards: Nickel has completed wiring for the smartboard connections.

V. Staff

Core Skills: Sussex County initiated the second and third phase of testing while we were in transition. We'll be catching up over the rest of the summer.

VI. Miscellaneous

New User Registrations:

	2015	2016
April	105	108
May	108	1
June	198	264*
July	187	168*

* June 20 – July 10.

People Counters:

	2015	2016
Last Monday in June	684	858
Tuesday	616	991
Wednesday	549	667
Thursday	772	795
Friday	CLOSED	610
Saturday	CLOSED	280
Monday	826	CLOSED
Tuesday	620	1,080
Wednesday	611	787

Thursday	632	764
Friday	393	549
Saturday	279	473
Two Week Totals	5,982	7,854

End of Director's Report

