



Lewes Public Library Board of Commissioners

March 21, 2017, 8:30 a.m.

Medium Conference Room

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

Meeting called to order by Board Chairman Hugh Leahy at 8:37 a.m.

Approval of Minutes

The minutes of the February 28, 2017 regular meeting were reviewed. The Board voted unanimously to accept the minutes as presented.

Governance Video Series

The Board viewed a video regarding library policies and a brief discussion ensued regarding the LPL's policy review process.

Financial Reports

Treasurer Ned Butera presented the financial reports.

Director's Report

For details, see Director's February Report attached.

Friends' Report

Friends Board President Candace Vessella provided the following update:

The Just Between Friends shop distributed an online survey to Friends member and the general public to help better serve its customers and the greater community at large. It is expected that the daily revenue will increase once the survey results come in. The Friends are hopeful that the survey will also serve as catalyst for collecting new volunteers to help in the shop.

Old Business

Raffle Update – We're in the process of selling tickets – need more tickets sold, but we're making good progress.

Dragon Boat Festival – Sussex Academy has been notified of the LPL's intention to co-sponsor the festival. We're awaiting a Memorandum of Understanding from SASS detailing our partnership.

Endowment Building Project Update – The committee has been meeting and moving along. Chairman Hugh Leahy will prepare a "to-do list" for the committee to begin working on.

Strategic Planning Special Committee – The committee has been meeting and, as a result, has developed 4 key focus areas. The committee has been developing strategies and tactics that they hope to present to the Board in April.

State Budget and Advocacy Matters – Discussion ensued regarding the Board and staff's impending need to play an active advocacy role in expressing the LPL's needs and position as the state prepares its annual budget.

Lewes in Bloom, Garden for All Ages – Meeting scheduled for March 24, 2007 with the hopes of coming to a MOU between City, Lewes in Bloom and LPL.

New Business

New Director Schedule – New LPL Director Andrea Tillinghast will begin on April 1st. A reception has been scheduled for Friday, April 7th to welcome her to the library.

Meeting was adjourned at 10:00 a.m.

Respectfully submitted

Chanta Wilkinson
Vice Chairwoman

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

• **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

• **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

- **Facility**
- **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.

- **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.”

- **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.