

Lewes Public Library Board of Commissioners
May 23, 2017, 8:30 am
Delaware Room

Attending the meeting were: Board Members Lou Braithwaite, Ned Butera, Hugh Leahy and Chanta Wilkinson. Also attending were Friends of the LPL President Candace Vessella, LPL Executive Director Andrea Tillinghast, LPL Assistant Director Kristen Gramer and Lewes City Councilman Dennis Reardon.

Meeting called to order by Board Chairperson Hugh Leahy at 8:32 am.

Approval of Minutes

Motion to accept the minutes for the April 25, 2017 regular meeting was made and accepted unanimously.

Governance Video Series

Viewed and discussed a video concerning the working relationship between library Friends groups and library boards, part of a series of videos (Short Takes for Trustees) created by a division of the American Library Association.

Financial Reports

Treasurer Ned Butera presented the financial reports. Also discussed the draft of the proposed budget which is to be finalized for the June meeting. Noted the need to raise public awareness regarding closing the gap on the remaining debt on the new library building.

Director's Report

Presented by Andrea Tillinghast. (For details, see attached) Discussed possible review of "New Users" booklet to include information regarding how the library is funded. Also highlighted the upcoming retirement party for Maureen Miller, Assistant Director of Youth Services, to be held June 17, 2017 11:00-1:00.

Friends' Report

Candace Vessella provided an overview and updates on the progress of the Friends' membership campaign, an upcoming Rare & Collectibles book sale June 24th, training for new shop volunteers and new events to include Author Talks & Book Sales..

Old Business

Raffle Update (Hugh Leahy & Andrea Tillinghast) – Deemed to be a successful fundraiser netting \$16,440 after expenses. Plan to make this an annual event.

DragonBoat Festival Update (Hugh Leahy) – MOU with Sussex Academy has been signed and plans are ongoing.

Endowment Building Project Update (Hugh Leahy) – Legacy Society plans are ongoing

Strategic Planning Special Committee Update (Hugh Leahy) – Date to be set for a meeting to gather input from the board of commissioners. LPL Friends' board members, Candace Vessella and Bill Oliva to be invited as well.

Building Punch List (Ned Butera) – Work continues to complete the list. Upcoming meetings scheduled to finalize.

State Budget and Advocacy Matters (Andrea Tillinghast) – Talked about need to alert members regarding

upcoming opportunities.

Lewes In Bloom, Garden for All Ages (Hugh Leahy) – Progress has been pushed back to next Spring or Fall (2018).

Policy Drafts (Chanta Wilkinson) – Development work continuing.

New Business

Teen DLA Presentation – Rescheduled to next meeting.

Public Comments - None

Meeting adjourned at 10:20 am.

Respectfully Submitted

Lou Braithwaite
Secretary

Lewes Public Library
 Director's Report May
 23, 2017

I. Statistics

Collection

- Current collection size: 59,020

	April 2017	YTD FY17	April 2016	YTD FY16
Titles added	412	3,564	445	3,524
Total circulation	15,874	179,084	14,693	154,272
Juvenile circulation	3,391	42,994	2,820	35,735
eBook circulation	2,398	22,414	1,936	19,886

Programs & Library Use

	April 2017	YTD FY17	April 2016	YTD FY16
Daily Traffic	13,017	140,949	10,116	120,636
Programs	72	741	72	608
Attendance	1,710	16,896	1,134	11,931
Adult programs	45	460	43	317
Adult attendance	1,024	6,931	480	3,392
Children's programs	20	212	29	291
Children's attendance	657	8,854	654	8,508
Teen programs	7	69	4	33
Teen attendance	29	1,041	21	814
Meeting Rooms	66	474	24	167
Study Rooms	161	1,412	N/A	N/A
New User Registration	160	2,537	108	1,297
Public Computer Users	1,044	11,390	656	7,563
Wifi Users	651	6,482	167	2,968

Program Highlights:

- TEAM TRIVIA - Live Hosted!! – 5/5

- Vietnam Reflections: Through Their Eyes – 5/12
- Bustles to Bras: 200 Years of the Feminine Silhouette – 5/23

Upcoming Programs:

- Learn to Speak “DOG” – 6/1, 6PM

- Lunar & Jupiter Viewing – 6/2, 8PM
- Heart Health & Advanced Treatment Options w/Dr. Ehtasham Qureshi, 6/6, 3PM
- Improving Your Posture for Your Health – 6/7, 6:30PM

III. Administrative Activities

- Met with Beebe Medical Foundation Development Director, D. Barlow – 4/5
- Contributed to “Garden for All Ages” meeting – 4/28
- Attended Council on Libraries meeting (Dover PL) – 5/4
- Met with State Librarian, A. Norman & County Lib, K. Graybeal for orientation – 5/8
- Met w Strategic Planning Committee – 5/15, 5/17
- Attending Coastal-Georgetown AAUW meeting – 5/18

IV. Financial Management/Fundraising

- Met with President Leahy & R. Lowe (Donor Wall Event) – 4/27
- Attended DE Community Foundation event – 5/16
- Met with R. Lowe regarding strategic Development Planning – 5/17

V. Personnel Management/Staff Development

- Dealt with personnel issue, consulted with Trustee Wilkinson – late April/early May
- Received New Director Orientation from President Leahy – 5/5
- Director Tillinghast, H. Lachmann, L. Rosell, M. Melson attended DLA Conference May 10-12
- Met with former LPL Director, E. Goyda – 5/12
- Working to gather info & establish facts in cash handling, consulted with President Leahy: 5/15 – 5/17
- Met with H. Lachmann regarding responsibilities & her salary – 5/16
- Met w L. Rosell & M. Miller re: Children’s Services Coordinator position & scheduled interviews for May 25

VI. Facility Management

- Sewage issue & follow up
- Electrical issues (surge, hand dryer, outlet – med conference room floor)
- Sonitrol issue (key at side entrance/alarm at closing)
- Reviewed insurance coverage with Wilgus agent
- Met City Manager, A. Townsend – 5/9
- New leak in Teen area: 5/13
- HVAC down & follow up: 5/15-16

VII. Technology Management

- Worked with State IT to install network scanning for staff, install patches for security
- Worked with State IT, T. Rambo to resolve issue with director’s computer – 5/16