

Lewes Public Library Board of Commissioners  
October 25, 2016, 8:30 a.m.  
Delaware Room

Attending the meeting were: Board Members Lou Braithwaite, Ned Butera, Tom Hall, Hugh Leahy and Chanta Wilkinson. Also attending were Friends of the Lewes Public Library President Candace Vessella, LPL Director Ed Goyda, LPL Teen Services Librarian Lea Roselle and Peter Carter, (special consultant for Strategic Planning Committee).

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

**Approval of Minutes**

The minutes of the September 13, 2016 regular meeting were reviewed. Motion to accept the regular meeting minutes was made and accepted unanimously. The report of the September 13, 2016 Executive Session was also reviewed. Motion to accept the Executive Session report, with minor changes, was made and accepted unanimously.

**Election of Officers**

The new Slate of Officers, as follows, was presented. Motion was made, and accepted unanimously.

Chairperson – Hugh Leahy

Vice Chairperson – Chanta Wilkinson

Treasurer – Ned Butera

Secretary – Lou Braithwaite

Member-At-Large – Tom Hall

**Welcome** – Chairperson, Hugh Leahy welcomed new members and thanked returning members and others for continued service. Peter Carter, who will be acting as a special consultant for the Strategic Planning Committee, was introduced to all present. Hugh Leahy presented a handout entitled “Lewes Public Library Board of Commissioners 2016-7 Board Topics” suggesting priorities for the board's focus.

**Orientation**

Overviews (with relevant handouts) including: Board Roles & Responsibilities (ByLaws), Strategic Plan Review, State & County Oversight & Support, Operating Budget Review, Building Project Overview including Costs & Fundraising were presented by Hugh Leahy, Ned Butera and Ed Goyda. Discussion ensued regarding possibly changing the bylaws to allow for a different time and date for monthly meetings, including possible dates later in the month to enable the board to have more up-to-date financial information for review and occasional evening meetings at designated intervals.

**ACTIONS:** Chanta Wilkinson to investigate what is needed to effect such a change. Hugh Leahy to set up a preliminary meeting schedule.

**Financial Reports**

Hugh Leahy presented the financial reports.

**Director's Report**

Presented by Ed Goyda. For details, see attached.

## **Friends' Report**

Candace Vessella provided the following updates:

Just Between Friends Shop: Doing well, but too early to judge income stream with any certainty.

Lewes'iana Ball – May not meet expectations, and could possibly incur a loss.

Book Donations – Received 42 boxes of books from one donor. Mainly composed of military history books. Has given other organizations, including Fort Miles, the opportunity to share in this largesse.

Holiday Shopping Event - for Friends members on December 3, 2016 3:00-5:00.

## **Old Business**

Meeting Room Policy – Ed Goyda presented the revised document for the board's final approval. A motion was made and accepted unanimously by the board.

Fundraising Needs - Hugh Leahy gave an update of progress on the Raffle, Annual Appeal and sale of Solar Panels.

Shakespeare in the Stacks - Great success netting \$5,440 for the library.

## **New Business**

Wage & Overtime Rules Changes - Handout presented by Ed Goyda. New rules go into effect December 1, 2016.

Strategic Planning Special Committee - Need to update plan with a desired completion date of June 2017. Peter Carter has been engaged as a special consultant to assist in the process. Committee to be made up of: Hugh Leahy, Lou Braithwaite, Kristen Gramer and Lea Roselle.

Legacy Society Plan – Hugh Leahy presented and reviewed an outline of proposed steps, including target dates for completion.

Search Committee – A committee was formed to initiate and implement the search for a new Library Director to replace Ed Goyda. Members include: Beckie Healey, Hugh Leahy, Lou Braithwaite, Kristen Gramer and Rebecca Lowe.

Meeting was adjourned at 12:06 p.m.

Respectfully Submitted

Lou Braithwaite  
Secretary

# Lewes Public Library

## Director's Report

### October 2016

#### I. Collection

Current collection size: 58,047

	October 2016	YTD FY17	October 2015	YTD FY16
<b>Titles added</b>	<b>451</b>	<b>1,394</b>	<b>411</b>	<b>1,367</b>
<b>Total circulation</b>	<b>17,409</b>	<b>81,904</b>	<b>14,998</b>	<b>68,886</b>
Juvenile circulation	3,711	21,483	3,428	17,927
eBook circulation	2,146	8,824	2,092	8,322

#### II. Programs

	October 2016	YTD FY17	October 2015	YTD FY16
<b>Daily Traffic</b>	<b>11,511</b>	<b>59,818</b>	<b>11,097</b>	<b>54,134</b>
<b>Programs</b>	<b>77</b>	<b>306</b>	<b>48</b>	<b>304</b>
<b>Attendance</b>	<b>1,478</b>	<b>7,387</b>	<b>680</b>	<b>6,216</b>
Adult programs	48	184	25	159
Adult attendance	680	2,576	232	1,638
Children's programs	21	96	23	145
Children's attendance	689	4,565	448	4,578
Teen programs				
Teen attendance				

#### Program Highlights:

October 5, Detoxing the Natural Way (Integrative Health, Dr. Jani), 80 attendees  
 October 8, Family Game Night – 54 attendees  
 October 8, Teen Poetry Slam – 12 attendees  
 October 7 & October 18, Topical Seminars – 38 attendees  
 October 13, Cyber Security, 11 attendees  
 October 26, Historic Delaware Ghosts, 38 attendees

#### Upcoming Programs:

December 2, 5:00 p.m., Irish Step Dancers  
 December 7, 6:00 p.m., Delaware in WWII, Gary Wray

December 9 – January 5, Fabric of Survival  
December 17, 2:30 p.m., Gingerbread Houses  
Now through January 1, Winter WonderFest; Dec. 22, 5:00 p.m., Christmas Village

**Program changes:**

**Drop-in Job Center:** Hope Ellsworth will no longer provide on-site drop-in job help after December 7. The Inspiration Space coordinators have added responsibilities and the numbers didn't justify continuing drop-in in Lewes. Those needing job help can contact her directly for phone/email/in person assistance.

**Drop-in Computer Help:** Heather will be attending County and State Circulation Meetings. Since those fall on Wednesdays we will be moving drop-in help to a different date depending on staffing.

### III. Facility

**Delaware Room Door:** The technology is in place for the lock on the Delaware Room door. Sonitrol needs to arm the left lock, and we need a solution in place to stop people from pushing the doors in.

**Facilities Contact:** Heather is the staff point of contact for facilities issues.

### IV. Technology

**Computer Training Room:** The Desktop PCs in the Computer Training Room are being switched out with laptops on January 11.

### V. Staff Development

**Director Search:** The Director Search is underway. Advertisements went out both locally and nationally. Applications will be accepted through Nov. 30. We have received five by email to date.

### VI. Miscellaneous

**Meeting & Study Room Use:**

	October 2016	YTD FY17	September 2015	YTD FY16
Meeting Rooms	45	139	22	52
Study Rooms	136	495	N/A	N/A

**Volunteer Appreciation Party:** The annual Volunteer Appreciation Party will be Friday, Dec. 2 at 10 a.m. in the Large Meeting Room.

**State/County Meetings:**

Kristen will be attending the Delaware Library Town Hall Meeting at Delaware State University on December 1 from 9 AM – 3 PM.

Heather will be attending the State Circulation Meeting on November 30.

**New User Registrations:**

	<b>2015</b>	<b>2016</b>
April	105	108
May	108	1
June	198	264*
July	187	492
August	175	370
September	160	311
October	126	239

\*June 20 – June 30.