

Lewes Public Library Board of Commissioners
December 19, 2017, 8:30 am
Delaware Room

Attending the meeting were: Board members Lou Braithwaite, Ned Butera, Rachel Grier-Reynolds (via Skype), Hugh Leahy and Chanta Wilkinson. Also attending were Director Emeritus Beckie Healey, LPL Acting Executive Director Kristen Gramer, LPL Development Director Rebecca Lowe, LPL Asst. Director for Youth Services Lea Rosell, and Lewes City Councilmen Rob Morgan and Dennis Reardon.

Meeting called to order by Board President Hugh Leahy at 8:31 am.

Approval of Minutes

Motion to accept the minutes for the November 21, 2017 regular meeting and executive session made, seconded and accepted unanimously.

Financial Report

Treasurer Ned Butera presented the current financial reports.

Director's Report

Presented by Kristen Gramer and Lea Rosell (For details, see attached)

Friends' Report

Rebecca Lowe provided a brief overview of on-going Friends activities.

Old Business

- Fundraising Update (Rebecca Lowe) – Gave an update on grants, the annual appeal and the Legacy Society. Also presented concepts for two upcoming fundraising events – “31 Chances To Win” and “Loopin’ for the Library””. Endorsed implementation of “31 Chances” and recommended completion of details to endorse “Loopin” at a future meeting.
- Endowment Building Project Update (Hugh Leahy) – Discussed the rough draft of Training Materials.
- Building Punch List (Ned Butera) – Most items completed with the exception of ongoing sewer issues.
- Policies Adoption (Kristen Gramer) – In progress including an update of emergency contact lists.

New Business

- Executive Director Search (Hugh Leahy) – Committee has been selected and begun work on updating the job description. Initially the position will be posted internally with an application deadline of December 29th. External posting to be considered after that date.
- Approved request for Acting Director Kristen Gramer to attend the 2018 Library Association Conference in March.

Administrative Matters

- Lokken Agreement (Hugh Leahy) – status update

Public Comments

- Lewes resident Bill Meehan introduced himself and expressed an interest should the search for the position of Executive Director become public.

Executive Session

Board voted to go into Executive Session at 10:19 am.

Regular meeting called to order upon adjournment of Executive Session.
Meeting adjourned at 10:46 am.

Next scheduled meeting Tuesday, January 23, 2018 at 8:30 am.

Respectfully Submitted

Lou Braithwaite
Secretary

Lewes Public Library
 Director's Report
 December 19, 2017

I. Statistics

Collection

- Current collection size: **58,839**

	Nov. 2017	YTD FY18	Nov. 2016	YTD FY17
Titles added	339	1,706	368	1,762
Total circulation	17,494	98,527	16,473	98,377
Juvenile circulation	3,617	23,902	3,871	25,354
eBook circulation	2,500	12,737	2,039	10,863

Programs & Library Use

	Nov. 2017	YTD FY18	Nov. 2016	YTD FY17
Daily Traffic	13,381	75,573	11,822	71,640
Programs	71	417	79	385
Attendance	1,474	9,005	2,009	9,396
Adult programs	45	259	44	228
Adult attendance	639	4,144	691	3,267
Children's programs	23	123	28	124
Children's attendance	814	4,966	1,183	5,748
Teen programs	3	35	7	34
Teen attendance	21	278	135	416
Meeting Rooms	78	315	63	202
Study Rooms	149	757	142	637
New User Registration	170	1,283	217	1,629
Public Computer Users	1,108	6,795	1,054	5,888
Wifi Users	749	4,374	684	3,045

II. Administrative, Advocacy & Outreach Activities

- Table in the Lobby
 - Open Door – safe prescription drug disposal
 - Milford Housing Development Corp. – affordable housing opportunities
 - Greater Lewes Community Village – independent living for older adults
- Senior Giving Tree in the lobby – provides gifts and needed items for local Seniors
- Outreach to homeschool families - Jen Noonan will provide a tour and overview of services on 12/12/17 followed by monthly programming beginning Jan. 2018. Partners will include Lewes Historical Society, Abbotts Mill and more.
- Jen Noonan attended Shields Elementary staff meeting on 12/5/17 to give staff an overview of DLC and available resources and services.
- Lea Rosell attended the Mariner Middle School PTO Meeting on 12/5/17.
- Children's Programming:
 - 12/2/17 – Cape HS Theatre Program performed excerpts of their play *Narnia* and played theatre games with children attending. They plan to return this spring to do the same with *The Sound of Music*.
 - 12/16/17 – Holiday Spree for All! Kids/Family programming – Family Story Time, Railroad display, car seat checks w/Troop 7, Gingerbread Houses, Teen Movie Night (*Gremlins*).
 - Jen Noonan and Lea Rosell are meeting with Summer Collab to discuss potential partnerships for summer programming.
- Adult Programming:
 - Sussex County Library 2018 Concert Series – Grant approved for 2 concerts per participating Library.
 - 12/6/17 – Brian Patrick Mulligan returned as Winston Churchill. 92 people attended. He will return in June for Flag Day as Benjamin Franklin.
- Teen Programming:
 - A photographer from the Cape Gazette attending the YA wreath making program on 12/2/17 so photographs should be in the paper.
 - Once again, we participated in the Hour of Code, partnering with SecureNetMD and the Del Tech Computer Science Dept. to offer two programs for teens the week of 12/4/17. There were 11 teens at each session.
 - One of our Teen Library patrons is leading our new Chess Club which meets twice a month. Ten teens attended the first ever meeting.

III. Financial Management

- John Lokken & Carrie Ruark met with staff to discuss IRAs 12/8/17

IV. Personnel Management/Staff Development

- Staffing changes

V. Facility Management

- Punch list is finally complete, except two doors that still need edging. Dean ordered, will

send Billy as soon as they are in.

- Leak in the teen room is fixed (knock on wood). Wayne (RYJ painter) will be out to fix the water stains.
- Furniture for children's courtyard has been ordered. Expected delivery is February, 2018. Reached out to BMG to help determine the ideal shade location and are waiting for their recommendation.
- ETS (HVAC Co.) set schedules for the Library. Schedules were removed after a week as Library was way too cold. Working with them for a better schedule.
- Signs for the Art in Bloom sculptures are up to show placement.
- The two trains have been moved to their final placement. Play at your own risk signs have been ordered, and will be installed as soon as they arrive.
- Lions club will inform us when the other bench has arrived for outside the children's area and when to expect delivery.
- We have signed the snow removal contract with Clean Cut for another year.
- Study room A still has no door, we are waiting on a replacement part. Dean has reached out to the door installer for an expected date but so far no word.