

Lewes Public Library Board of Commissioners
January 23, 2018, 8:30 am
Delaware Room

Attending the meeting were: Board members Lou Braithwaite, Ned Butera, Rachel Grier-Reynolds, Hugh Leahy and Chanta Wilkinson. Also attending were LPL Acting Executive Director Kristen Gramer, LPL Development Director Rebecca Lowe, LPL Asst. Director for Youth Services Lea Rosell, and Friends of the LPL President Candace Vessella.

Meeting called to order by Board President Hugh Leahy at 8:34 am.

Approval of Minutes

Motion to accept the minutes for the December 19, 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

Candace Vessella gave an update of Friends' activities including the Membership Campaign, collection development, Just Between Friends shop (December best month ever) and grant assistance.

Old Business

- Fundraising Update (Rebecca Lowe) – Gave updates on grants, the annual appeal, the Legacy Society, and two upcoming fundraising events – “31 Chances To Win” and “Loopin’ for the Library” ”.
- Endowment Building Project Update (Hugh Leahy) – No further progress to report at this time.
- Building Punch List (Ned Butera) – Still some minor issues to be dealt with including the sticking front door and the faulty door to the study room.
- Policies Adoption (Kristen Gramer) – See under “New Business”
- Board Committees (Hugh Leahy) – Distributed “Board Committees Proposal”. Discussed further needed research into practices of other libraries.

New Business

- Search Committee Report (Hugh Leahy) Committee has a recommendation – to be discussed during Executive Session.
- Sexual Harassment Policy Review – Reviewed previous policy. Discussed areas to be updated before resubmission.

Administrative Matters

- Capital Campaign Update (Hugh Leahy) – Presented summaries of current status and possible paths forward.

Public Comments – None

Executive Session

Board voted to go into Executive Session at 10:24 am.

Regular meeting called to order upon adjournment of Executive Session at 11:02.

Motion was made, seconded and unanimously approved to accept the consensus reached during Executive Session in regards to the hiring of a new Executive Director.

Meeting adjourned at 11:11 am.

Next scheduled meeting Tuesday, February 27, 2018 at 8:30 am.

Respectfully Submitted

Lou Braithwaite
Secretary

Lewes Public Library
Director's Report
January 23, 2018

I. Statistics

Collection

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

	Dec. 2017	YTD FY18	Dec. 2016	YTD FY17
Titles added	237	1,943	292	2,054
Total circulation	14,972	113,499	15,505	113,882
Juvenile circulation	2,789	26,691	3,056	28,410
eBook circulation	2,560	15,297	2,164	13,027

Programs & Library Use

	Dec. 2017	YTD FY18	Dec. 2016	YTD FY17
Daily Traffic	12,567	88,140	11,509	83,149
Programs	79	496	73	458
Attendance	1,470	10,475	1,542	10,938
Adult programs	44	303	49	277
Adult attendance	661	4,805	783	4,050
Children's programs	26	149	17	141
Children's attendance	696	5,662	633	6,381
Teen programs	9	42	7	40
Teen attendance	113	391	126	507
Meeting Rooms	64	379	38	240
Study Rooms	121	878	104	741
New User Registration	141	1,424	141	1,770
Public Computer Users	1,035	7,830	943	6,831
Wifi Users	681	5,055	608	3,653

II. Administrative, Advocacy & Outreach Activities

- Table in the Lobby
 - Read Aloud Delaware
 - First State Community Action Agency (H.E.L.P. Program) – Housing & energy issues
 - League of Women Voters of Sussex County
- Lea Rosell & Jen Noonan met with Marcos and Andrew from Lewes Historical Society on December 20th to discuss partnership possibilities for the summer.
- Lea Rosell & Jen Noonan met with Brent from the Biggs Museum on January 16th to discuss partnership possibilities with K-12 programming and adult programming.
- Lea Rosell attended a webinar of January 17th, “Libraries of the Future: Trends to Innovate, Trends to Advocate” led by the Director of the Center for the Future of Libraries.
- Lea Rosell and Rebecca Lowe met with Cristi Gillean, the President of the Coastal Georgetown branch of AAUW to secure a letter of partnership intent for the Library’s AAUW Grant Proposal. The Grant is for “The Future is Female: STEM Professionals.”
- Kristen Gramer attended the Sussex County Director’s meeting on January 11th.
- Jen Noonan will be representing the Library at the 2018 International Performing Arts for Youth Showcase in Philadelphia on January 24th and 25th. We received a grant for her to attend and are hoping that her attendance will help us when applying for future grants, especially from the Mid-Atlantic Arts Foundation.
- Rebecca Lowe met with a representative of the DE Breast Cancer Coalition to discuss programming opportunities. We will be partnering with them throughout 2018 to present a series of programs on this topic.
- Rebecca Lowe represented the Library at the Giving Tree on December 28th and 29th at Winter Wonderfest. We partnered with the Rehoboth Library to present story times on those evenings.
- Rebecca Lowe is the Library representative on the History Book Festival Committee.
- Children’s Programming:
 - 1/10/18 – Our first Homeschool Connection program with Abbott’s Mill was a success! There were 26 children and 25 adults participating.
 - 1/11/18 – The American Heritage Girls visited the Library for a tour and scavenger hunt. This is the first time this group has visited the Library.
 - Jen Noonan will be providing a VIP tour of the Library for the Principal and Asst. Principal of Shields Elementary.
 - We are starting a new program “Kids Learn to Sew” at the end of the month. A volunteer will be leading and it will be held on the 2nd and 4th Wednesdays of the month.
- Adult Programming:
 - 1/3/18 – Jamie Magee of the Sussex County Alzheimer’s Association presented Alzheimer’s: Healthy Living for Your Brain. Thirteen people attended.
 - 1/17/18 – We are hosting the first meeting of our new History Book Festival Book Discussion series. This is an ongoing partnership with the History Book Festival. They are providing the books. After the discussions, we will create

Book Club in a Bag kits that will be available to other Libraries in Delaware as well as patrons.

- 1/22/18 – A representative from the Delaware Veterans Affairs Dept. will be available to answer questions during a drop-in period.
- 1/25/18 – Yolanda Schlabach, Executive Director of Zoe Ministries, will present a program on Human Trafficking in Delaware. This is a partnership with the Zwaanendael Women's Club.
- Teen Programming:
 - The Gingerbread House program was well attended, as it has been in the past, with 60+ people attending
 - The Chess Club is doing well. There have been 10 participants 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.
 - During her maternity leave, Lea will continue several programs, while a few will be on hiatus
 - Continuing – Teen Craft Club (Heather covering); Teen Movie Night (Darby covering); Chess Club (led by Teen volunteer, Teague Olewiler)
 - Hiatus – Teen Tech Club; Teen Advisory Board

III. Financial Management

IV. Personnel Management/Staff Development

- Staffing changes
 - Louise Pfarr is our new Circulation Supervisor.
 - Tracy Dietz is our new Volunteer Coordinator
 - Heather Lachmann has taken on Technical Services responsibilities including cataloging and ILLs
 - Rebecca Lowe is now our Adult Program Coordinator.

V. Facility Management