

Lewes Public Library Board of Commissioners
November 21, 2017, 8:30 am
Delaware Room

Attending the meeting were: Board members Ned Butera, Rachel Grier-Reynolds, Hugh Leahy and Chanta Wilkinson. Commissioner Lou Braithwaite was absent. Also attending were LPL Executive Director Andrea Tillinghast, Friends of the LPL President Candace Vessella and Lewes City Councilmen Rob Morgan.

Meeting called to order by Board President Hugh Leahy at 8:00 am.

Approval of Minutes

Motion to accept the minutes for the October 17, 2017 regular meeting and executive sessions for August 22, August 29, and October 17 made, seconded and accepted unanimously.

Financial Report

Andrea Tillinghast and Ned Butera presented the current financial reports.

Director's Report

Presented by Andrea Tillinghast

Friends' Report

Candace Vessella provided updates on:

- Bayou Bash – Down-sized fundraiser is scheduled for November 4th featuring live music, dancing and refreshments.
- Holiday Shopping opportunity for members (12/2) and Red Cart Sales
- Continue to sell Dining Cards with the Cape Gazette
- November 27th volunteers will have Decoration Day of the Library for the Holidays
- 2-Day Pop-Up sales revisions

Old Business

Fundraising Update – (Andrea Tillinghast) - 50% ahead of last year on the Annual Fund Drive
Endowment Building Project Update (Hugh Leahy) design concept for the Legacy Fund Report (Endowment Growth Project) soon to be mailed out.

Building Punch List (Ned Butera) – Most items completed with the exception of the glass door and the ongoing sewer issues.

Policies Adoption (Andrea Tillinghast) – still in progress

Board Committees document (Hugh Leahy) continued discussion on the formation and process of adding these additional resources. Action to move forward.

New Business

- * Annual Report (Hugh Leahy) still in draft stage
- * Reviewed Delaware Community Foundation Performance Report (Hugh Leahy)
- * Review 5 Year Financial Results spread sheet (Draft) (Hugh Leahy)

Administrative Matters

Financial Manager Action – (Hugh Leahy) the move to Met to the Lokken Group still in progress.

Public Comments – (Hugh Leahy) December 1st is Volunteer Appreciation Party

Executive Session

Board voted to go into Executive Session at 10:00 am.

Regular meeting called to order upon adjournment of Executive Session. Board voted to adopt the consensus reached during Executive Session

Meeting adjourned at 11:30 am.

Next scheduled meeting Tuesday, December 19, 2017 at 8:30 am.

Respectfully Submitted

Rachel Grier-Reynolds
Acting Secretary

Lewes Public Library
 Director's Report
 November 21, 2017

I. Statistics

Collection

- Current collection size: **58,741**

	Oct. 2017	YTD FY18	Oct. 2016	YTD FY17
Titles added	373	1,367	451	1,394
Total circulation	17,823	81,033	17,409	81,904
Juvenile circulation	3,993	20,285	3,711	21,483
eBook circulation	2,638	10,237	2,146	8,824

Programs & Library Use

	Oct. 2017	YTD FY18	Oct. 2016	YTD FY17
Daily Traffic	14,712	62,192	11,511	59,818
Programs	94	346	77	306
Attendance	2,321	7,531	1,478	7,387
Adult programs	57	214	48	184
Adult attendance	1,147	3,505	680	2,576
Children's programs	28	100	21	96
Children's attendance	886	4,152	689	4,565
Teen programs	9	32	8	26
Teen attendance	288	557	109	246
Meeting Rooms	70	237	45	139
Study Rooms	124	608	136	495
New User Registration	208	1,113	239	1,412
Public Computer Users	1,266	5,687	1,169	4,834
Wifi Users	804	3,625	610	2,361

II. Administrative, Advocacy & Outreach Activities

- [Letter to the Editor](#) published in Cape Gazette – 10/12
- Participated in Webinar: Leveraging Advocacy for Donations on Social Media – 10/18
- Attended [Coastal-Georgetown AAUW](#) – 10/20
- Met w Linda Thetford, Judy Britz, Cindy Winkler & Christine Gillean re partnership – 10/20
- Attended Sussex County Legislator Event @ Milton Library – 10/24
- Attended [DE Arts Summit](#) – 10/30
- Met w President Leahy & Atty Rob Gibb re LIB Garden for All Ages MOU/Lease– 10/31
- Met w Intern/Library Page, D. Hollinger re Annual Report layout – 10/31
- Oversaw the kickoff of the Annual Appeal – 11/1
- Attended FLPL Fundraiser Lewes'iana Bayou Bash – 11/4
- Met w Jo-Ann Vega of OSHER re programming – 11/7
- Met w Rae Short, Community Liaison of Home Instead, re “[Be a Santa to a Senior](#)” – 11/7
- Met w President Leahy & Development Director R. Lowe re Legacy Society – 11/8
- Attended Sussex County Library Director's meeting – 11/9
- Met w President Leahy & Development Director R. Lowe re Legacy Society & Annual Report – 11/16
- Continued work on LibPAS report – due 11/30

III. Financial Management/Fundraising

- Met w Treasurer Butera re: finances & cash flow – 10/16
- Met w Accountant P. Willison re finances, investment accounts, etc. – 10/25, 11/8
- Met w Children's Librarian J. Noonan & Trustee Emeritus B. Healey re PNC grant – 10/26
- Sent follow up requested information and request for meeting date to President Leahy & VP Wilkinson re personnel issue – 10/30
- Met w President Leahy, Jon Lokken & Lokken Operations Manager, Carrie Ruark to set up accounts, transfers – 10/31

IV. Personnel Management/Staff Development

- Conducted Staff Meeting – 10/20
- Met w Assistant Director, K. Gramer to discuss upcoming staffing changes – 10/26
- Coordinated and attended Simple IRA staff meeting w Lokken – 11/10
- Met w Asst Director K. Gramer review staff holiday plans & staff retirement plan – 11/10
- Met w Development Director, R. Lowe re staff holiday party – 11/13
- Met w R. Lowe & H. Lachmann re staffing changes – 11/14, 11/15

V. Facility Management

- Met w President Leahy & Warren Golde of LIB re Garden for All MOU/Lease – 10/16
- Met w Selective Insurance Safety Management Rep, T. Bisbing & Operations Manager, H. Lachmann – 10/19
- Continued work w Outdoor Patio Committee re furniture & sail shade
- Continued discussion w Operations Manager, H. Lachmann re book return placement and viability