

Lewes Public Library Board of Commissioners
February 27, 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, and Friends of the LPL President Candace Vessella.

Meeting called to order by Board President Hugh Leahy at 8:39 am.

Endowment Investment Discussion

Chair Hugh Leahy introduced Jon Lokken of Lokken Investment Group who presented and reviewed a portfolio report of the Library's accounts.

Approval of Minutes

Motion to accept the minutes for the January 23, 2018 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. (For details, see attached)

Friends' Report

Candace Vessella gave an update of Friends' activities including:

- Membership Campaign scheduled to kick off April 2
- Figures for Red Cart sales in the lobby
- Book storage

Old Business

- Fundraising Update (Rebecca Lowe) – Gave updates on grants, the annual appeal, the Legacy Society, and upcoming fundraising events – “31 Chances To Win”, “Loopin’ for the Library” and the Shakespeare Festival.
- Endowment Building Project Update (Hugh Leahy) - work continues, no report
- Policies Adoption (Chanta Wilkinson) – Distributed Anti-Discrimination Policy for review. Also discussed need for staff training on new policies including Sexual Harassment.
- Board Committees (Hugh Leahy) – Distributed “Board Committees Proposal”. Two new committees proposed at this time:
 - Finance Committee to be chaired by Ned Butera
 - Fundraising & Public Relations Committee to be chaired by Lou Braithwaite

New Business

- BDO Compilation Financial Report (Hugh Leahy) – Kristen to send copies to board members for review.

Administrative Matters

- Railroad Tracks (Hugh Leahy) – Lewes Mayor is organizing a group to assess interest by the community to preserve a section of the tracks.

Public Comments – None**Executive Session**

Board voted to go into Executive Session at 10:39 am.

Regular meeting called to order upon adjournment of Executive Session at 10:54 am.

Meeting adjourned at 10:55 am.

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

Respectfully Submitted

Lou Braithwaite
Secretary

Lewes Public Library
 Director's Report
 February 27, 2018

I. Statistics

Collection

- Current collection size: **58,779**

	Jan. 2018	YTD FY18	Jan. 2017	YTD FY17
Titles added	288	2,231	380	2,434
Total circulation	18,074	131,573	17,784	131,666
Juvenile circulation	3,644	30,335	4,005	32,415
eBook circulation	3,027	18,324	2,333	15,360

Programs & Library Use

	Jan. 2018	YTD FY18	Jan. 2017	YTD FY17
Daily Traffic	14,288	102,428	12,713	95,031
Programs	76	572	60	518
Attendance	1,329	11,804	1,127	12,065
Adult programs	50	353	38	315
Adult attendance	633	5,438	444	4,494
Children's programs	23	172	17	158
Children's attendance	668	6,330	624	7,005
Teen programs	3	45	5	45
Teen attendance	28	419	59	566
Meeting Rooms	74	453	54	294
Study Rooms	150	1,028	153	894
New User Registration	181	1,605	202	1,970
Public Computer Users	1,070	8,900	1145	7,976
Wifi Users	653	5,708	699	4,352

II. Administrative, Advocacy & Outreach Activities

- Table in the Lobby
 - Open Door
 - Read Aloud
 - Center for the Inland Bays
- Jennifer Noonan
 - Attended the International Performing Arts for Youth Showcase in Philadelphia.
 - Attended Maker Dads @ Shields & connected with the Home Depot rep, who has submitted a request to Atlanta for the Lewes store to do outreach here as part of the “Kids Learn” series.
 - Shields School Improvement Team Meeting
 - Met with History Book Festival to help plan children’s programming
 - Met with Beckie Healey to explore new grant opportunities for kids programming
 - Attended the MOMs Club Pre-school Fair on 2/10/18
- Tracy Dietz hosted a Volunteer Meet & Greet on 2/14/18 to introduce herself to the volunteers.
- Kristen Gramer will attend the Public Library Association Conference in Philadelphia in March.
- Children’s Programming:
 - Kids Learn to Sew started & will run 2nd & 4th Wednesdays of the month.
 - A Kids Learn to Knit program will begin on 3/5/18. This will be held twice a month and is an intergenerational program with volunteer adult knitters assisting children interested in learning to knit.
- Adult Programming:
 - 2/8/18 – Nancy Lynch & Rick Lovekin presented “Vietnam Mailbag.”
 - 20 people attended our first History Book Festival Book Discussion on 1/17/18. Our second meeting is on 2/21/18.
- Teen Programming:
 - 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

- Kristen Gramer & Lea Rosell are beginning the process to hire a new Teen Services Librarian.

V. Facility Management

- The sewer backed into the Teen room/ Fire Suppression room February 14th, Servpro has cleaned and sanitized everything, BPW was also out to flush the system. Harry Caswell will be out to video the sewer system as soon as their equipment is fixed. The potential cause is items being flushed down the Children's wing toilet. Signs have been ordered to discourage this.
- Flag pole is under repair- original parts wore out which caused the US flag to wrap around the other pole, new stronger parts are on order.
- Third train piece has been delivered and restoration will begin once the weather breaks.
- The children's courtyard furniture will be arriving mid/end of March.
- HVAC email updates have not been working, when the power goes out the system thinks an email is sent. Charlene at ETS is checking with their I.T. department for possible solutions, our state I.T. is also involved.