



BOARD OF COMMISSIONERS
Lewes Public Library Board of Commissioners
Board Meeting
Minutes of October 24, 2023

Attending the meeting were Lewes Public Library (LPL) Commission Board members Chanta Howard - Wilkinson, Rachel Grier-Reynolds, Nancy Sakaduski, Tom Thunstrom, Leslie Newman, and Maureen Miller. Also attending was Library Director Jill DiPaolo and Friends of Lewes Public Library President Candace Vessella.

***Call to Order** at 10:00 a.m. by Chanta Howard - Wilkinson, President.

***Installation** – Chanta installed and welcomed Leslie Newman as an Ad Hoc Library Commissioner.

*** Consent Agenda -**

Tom moved to accept amended minutes. It was seconded and passed.

Financial Reports- Jill will reconcile the August credit card statement in regards to the supply line on the budget. Chanta and Maureen will arrange to close the Citizen's Bank account. Currently looking into having pension funds transferred electronically.

Fundraiser Update Report – Rebecca provided a report.

***Director's Report –**

Maureen moved to close the library for one day in the spring for a staff retreat. It was seconded and passed.

Nancy, Tom, and Jill will participate in an Ad Hoc committee to review the meeting room policy.

Jill will get insurance quotes for sexual abuse and molestation riders. Chanta volunteered to run a training on sexual harassment. Also discussed resources for staff security and general safety such as the Beau Biden Foundation regarding child abuse, possible active shooter training for staff and volunteers, and cyber security education.

Jill presented a picture of art donated by Bonnie White. The board will vote upon accepting it in November .

*** Board Committee Reports**

A. **Finance Committee** – Tom distributed finance information and explanation. Will schedule a meeting with Lokken regarding pension.

*** Friends' Report** – Candace gave a report, including the background relationship between the LPL board and the Friends. The Friends are considering a donation to the Pavilion Project. Friends extended an invitation to their “no-host” holiday dinner on December 13th. Friends are also developing a rack card, available by January to use at the Chamber of Commerce and elsewhere.

***Old Business**

- **Legacy Team Update** – Chanta reported the team will meet to regroup at the end of November.
- **Outdoor Pavilion Project Update** – Maureen reported that the plans are almost 100% complete.

Current timeline is permitting in December, bids in February, groundbreaking in March, and completion in July.

- **Lewes Junction Library Arts Project Update-** Construction is complete and landscaping is now being planned. A ribbon cutting ceremony will be planned upon completion of the project.
- **Board Vacancy** – Chanta and Maureen will work with committee to post the position.
- **October 29, 2023 Event** – A invitations to the reception to recognize the contributions of Hugh Leahy and Lea Rosell as well as an welcome to Jill DiPaolo were sent.

***New Business**

- **Library Closing Dates** – The library will be a polling place for primary and general elections in 2024. Board will vote next month on Holiday/Closure Schedule.
- **Board Committees** – The board is instigating two new committees. Nancy will head the Outreach Committee, tasked with improving library awareness and other possible programming. Chanta will head the Human Resources/Personnel Committee.

*** Administrative Matters & Public Comments –**

Meeting Adjourned at 12:46 p.m.

Next Regular Meeting, Tuesday, November 28, 2023 at 10 a.m. in the Delaware Room.

Respectfully Submitted,

Maureen Miller,
Board Secretary