



BOARD OF COMMISSIONERS
Lewes Public Library Board of Commissioners
Board Meeting
Minutes of January 31, 2024

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 10:06 a.m. by Chanta Howard - Wilkinson, President.

*** Consent Agenda -**

Tom moved to accept November 28, 2023 minutes, November and December financial reports, and updated fundraising report. The consent agenda motion was seconded and passed.

***Director's Report –**

Tom Hall presented a Facilities Update listing projects requiring updating. Tom Thunstrom moved to move \$13,000.00 from the Capital Building Reserve Fund for the priority projects identified in the report. Motion was seconded and passed.

*** Board Committee Reports**

A. **Nominating Committee** – Chanta reported the Nominating Committee conducted four interviews of potential candidates to complete the term being vacated by Rachel's departure. The committee recommended offering this at-large position to Ted Becker. It further recommended asking Tom Schmitt to join the library board as an Ad Hoc member. Maureen moved to approve the committee's recommendation. The motion was seconded and passed.

B. **Finance Committee** – Tom noted that the committee is moving to a more conservative approach and will continue to look into other options for financial services.

C. **Human Resources Committee** – Chanta is reaching out to several possible committee members, including staff.

D. **Outreach Committee** – Nancy is forming the committee and has several prospective members. She already working on several outreach ideas.

E. **Meeting Room Policy** – Jill and Tom presented the updated policy. Nancy moved to approve it. The motion was seconded and passed.

*** Friends' Report** – Candace gave a report, including the rescheduling of the Mystery Book Sale. The Friends have donated toward the library's Millennial Programming, are planning their membership campaign and "Do More 24", and are working on storage consolidation.

***Old Business**

- **Legacy Team Update** – Chanta and Tom noted that there is work beginning on a Fall Longwood application for a development director. An event for all Legacy donors is being planned for late May or early June. (TBD)

- **Outdoor Pavilion Project Update** – Maureen presented the Whiting Turner Pavilion GMP Summary, which is not final, as some bids are outstanding. She recommended adding the Alternative #1C (SSMR with wood) and pavers to the totals. The total exceeds the currently awarded funding. The library would need to raise an additional amount exceeding \$200,000. The board discussed several options. Tom moved to approve WT’s summary with the alternatives. The motion was seconded and passed
- **Lewes Junction Library Arts Project Update-** The library event on January 27th was a success.

***New Business**

- **Lewes Public Library Vehicle** – Nancy posed the possible use of a retiring Lewes Line vehicle for possible book mobile and outreach uses. After discussion, the issues of maintenance, staffing and insurance would make it impractical at this time.

*** Administrative Matters & Public Comments –**

- **Executive Session** - Called to order at 12:19 p.m.

Meeting Adjourned at 12:58 p.m.

Next Regular Meeting, Tuesday, February 27, 2024 at 10 a.m. in the Delaware Room.

Respectfully Submitted,

Maureen Miller,
Board Secretary



BOARD OF COMMISSIONERS
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Executive Session
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- **Executive Session I** - Called to order at 12:19 p.m. by President Chanta Howard-Wilkinson

Discussion of Personnel matters.

*Note: Nancy Sakaduski left meeting at 12:35 pm.

Discussion of property at Five Points

- **Motion to end session** – passed at 12:58 p.m

BOARD OF COMMISSIONERS
Lewes Public Library Board of Commissioners
Special Board Meeting
Minutes of February 21, 2024

Attending the meeting were Lewes Public Library (LPL) Commission Board members Chanta Howard - Wilkinson, Nancy Sakaduski, Tom Thunstrom, Leslie Newman, and Maureen Miller. Also attending was Library Director Jill DiPaolo and Board Emeritus Hugh Leahy

***Call to Order** at 4:30 p.m. by Chanta Howard - Wilkinson, President.

***Old Business**

- **Outdoor Pavilion Project Update** – Hugh briefed the Board on the final construction documents from Whiting-Turner. Tom moved to approve the GMP amount of \$1,749,745.00 listed in Exhibit 1 upon correction of library name and further empowered Hugh and Maureen to address the questions of a W-T timeline as well as a non-binding good faith clause. The motion was seconded and passed.

Meeting adjourned at 4:55 p.m.

Respectfully Submitted,

Maureen Miller,
Board Secretary

