



BOARD OF COMMISSIONERS
Lewes Public Library Board of Commissioners
Board Meeting
Minutes of March 26, 2024

Attending the meeting were Lewes Public Library (LPL) Board of Commissioners members Chanta Howard-Wilkinson, Nancy Sakaduski, Tom Thunstrom, Leslie Newman, Maureen Miller, Ted Becker, Tom Schmidt, Library Director Jill DiPaolo, and Friends of Lewes Public Library President Candace Vessella.

***Call to Order** at 10:08 a.m. by Chanta Howard-Wilkinson, President

***Installation of Officers**

Ted moved and Tom Thunstrom seconded to approve the appointments of Maureen Miller as Vice President and Nancy Sakaduski as Secretary. Chanta Howard-Wilkinson will remain as President. Motion passed unanimously.

*** Consent Agenda**

- Minutes of the February 27, 2024, Regular Meeting

- Financial Reports

Tom reviewed report highlights and the board discussed.

- Fundraising Update Report

Jill presented key points, including the DDOA anchor grant limit and plans for Loopin' for the Library. In view of the demands on the staff, the board recommended suspending the event for 2024 and revisiting it next year, with the possibility of creating a signature spring event instead.

- The board agreed to receive one board packet containing all materials going forward.

Ted moved and Maureen seconded to approve the consent agenda. Motion passed unanimously.

*** Director's Report**

- Jill announced that the library continues to serve growing community demand, with metrics up nearly across the board.
- Challenges continue with building repairs and maintenance, although the roof leak has now been identified and the hire of a new part-time employee to assist with cleaning and maintenance should help substantially.
- Two new part-time employees have skills that should be a good fit and help support library functioning.

- Leslie suggested that the HR Committee review statewide library salaries for comparison.
- The staff retreat was a success and underlined the need to reduce staff stress and address increasing demands on their time. Additional use of volunteers and outreach committee opportunities may provide help.

* **Finance Committee**

- Tom reviewed the Investment and Spending Policy Statement, and several changes and corrections were made. Maureen moved to approve the amended statement and Ted seconded. Motion passed unanimously.
- Tom presented the suggested changes to the investment breakdown. After brief discussion Maureen moved and Ted seconded to accept the proposal as submitted. Motion passed unanimously.

* **HR Committee**

- Chanta reported that the committee has been assembled and plans to review the employee handbook and review salary levels. The committee plans to meet quarterly or every other month.
- The board discussed background checks and abuse screening as well as employee training. The committee will review and make recommendations.

* **Outreach Committee**

- Nancy reported that the committee had been assembled and that a first meeting was scheduled for April 4.
- Board members made suggestions for additional members.

* **Friends of Lewes Public Library (FLPL)**

- Candace briefed the board on HB 299, legislation that would codify common policies concerning collection development, and other topics to ensure equitable access and the right to read for all Delawareans.
- The Friends appeal letter will go out around the end of April.
- The company that removed unsold books after sale events has gone out of business. Unless an equivalent service is found, FLPL will be unable to accept donated books and may not be able to continue the Friends Shop.
- The AARP grant has been filed.
- Do More 24 yielded \$5,495.

* **Old Business**

- Maureen reported that during the pavilion permitting process it was discovered that there is a need for a fire hydrant and trenching for electric lines, which will add \$40,000 to the cost and may push the actual groundbreaking date, although the ceremonial groundbreaking event will still be held as scheduled.
- Jill reported that they were able to get a line item for LPL in the City of Lewes budget. The board had originally requested \$10,000 for pavilion maintenance, but based on the fact that the construction of the building would not begin until at least mid-year, the city

council reviewed it and decided to provide \$5,000 for this year. The board anticipates that they will make another request for the FY26 budget for the full amount of \$10,000.

- The Legacy Society meet and greet has been scheduled. Nancy suggested that the library be prepared to show participants examples of some of the programming (e.g. the children's book tasting)
- Discussion of salary budgeting will be scheduled as a separate meeting via Zoom.

Meeting adjourned 12:37 p.m.

Respectfully submitted,

Nancy Sakaduski

Secretary