



BOARD OF COMMISSIONERS
Lewes Public Library Board of Commissioners
Board Meeting
Minutes of July 23, 2024

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

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***Call to Order** at 10:11 a.m. by Chanta Howard-Wilkinson, President

*** Consent Agenda**

- Minutes of the June 25, 2024, Regular Meeting
- Financial Reports
- Fundraising Update Report

A sentence was added to the minutes to reflect the Executive Session. A motion was made and seconded to approve the consent agenda. Motion passed unanimously by members present.

*** Director's Report**

- The library has been extremely busy, but the staff has been keeping up.
- Judy Gnrrep has been hired for 20 hours/week to help with meeting rooms and to create a business plan for the pavilion.
- Ama Aggrey is now working additional hours and has done an excellent job with social media.
- ARPA funding may still be available. Sen. Russ Huxtable is assisting.
- Lewes in Bloom created a publication to showcase its work. Leslie suggested the creation of a "Get to Know Lewes" section in the library containing this and other materials from Lewes nonprofit organizations.
- Noting the success of a program at The Moorings, Nancy suggested that volunteers be used to expand this outreach to senior communities to help them utilize Hoopla and Overdrive.
- A minor change was made to the 2025 budget to change the designation of a donation; it did not affect the budget amount or balance. A motion was made and seconded to approve the 2025 budget. It passed unanimously.
- Ted suggested getting bids on insurance. Chanta and Jill will do this in conjunction with their review of family leave coverage.

* **Finance Committee**

- There was no discussion, as Tom Thunstrom was not present.

* **HR Committee**

- Chanta reported that the committee is looking into policies to cover paid family leave.

* **Outreach Committee**

- The committee discussed resource lists (Autism-friendly, LGBTQ+-friendly, etc.).
- Guest speaker Hope Vella from Phoenix Accessibility Team provided valuable insights.
- Nancy will work on getting LPL added to lists.
- Jill will discuss the Partners LISTSERV at the next committee meeting.

Development Committee

- Trustee Emeritus Hugh Leahy now serves as committee chair.
- There was discussion regarding a possible development consultant.
- There was discussion regarding promoting donations (donor drive with signage by exit, donor message at top of newsletter).

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

- The shop has new tote bags.
- FLPL is recruiting new board members.
- Book donations will resume in September, but there are still complications/concerns regarding disposal of unwanted books.
- There will only be four book sales in 2025.
- Help is needed to run the book sales, particularly during Candace's absence during the October sale.
- Three sources of income (shop sales, book sales, and membership campaign) are required for FLPL to meet library needs.

* **Old Business**

- Maureen reported that the pavilion project is progressing well, and everything is on target, with 111 days to completion.

* **New Business**

- There was a discussion regarding exterior lighting and concerns expressed by neighbors.
- Staff performance reviews are underway. Chanta will do one for Jill soon.

Meeting adjourned 11:55 a.m. for Executive Session. Nancy recused herself.

* **Executive Session**

- Discussion of real estate matters

Meeting reconvened at 12:08 p.m.

Meeting adjourned 12:09 p.m.

Respectfully submitted,

Nancy Sakaduski
Secretary