



BOARD OF COMMISSIONERS
Lewes Public Library Board of Commissioners
Board Meeting
Minutes of August 27, 2024

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

***Call to Order** at 10:07 a.m. by Chanta Howard-Wilkinson, President

*** Consent Agenda**

- Minutes of the July 23, 2024, Regular Meeting
- Financial Reports
- Fundraising Update Report

A motion was made and seconded to approve the consent agenda. Motion passed unanimously.

*** Director's Report**

- Jill reported that the numbers have all gone up for July.
- There was discussion regarding caulking, lighting, and solar panel needs.
- The library is now fully staffed.
- There was a discussion of the performance review process. Leslie suggested that reviews be tied to the strategic plan and that a distinction be made between merit and cost of living increases. Jill also wants to institute goal setting to foster growth for the employees. Chanta will address some of this with the Human Resources Committee.
- Several members of the staff and board are involved in the History Book Festival.
- A family photo session is planned for October 8.

*** Finance Committee**

- Tom Thunstrom reported that a stock donation was received during the transfer of the LPL account to WSFS which caused confusion, and they must wait to resolve that before closing out the year.

*** HR Committee**

- Chanta reported that the committee is working on the handbook, performance review

process, and paid family leave insurance.

*** Outreach Committee**

- Nancy reported that the committee met, and she made a presentation about the Library of Things to educate the members and perhaps build additional partnerships.
- The next meeting will include a presentation on accessibility. Jill hopes to gain specific insights on LPL's accessibility.
- One of the members discussed the need for better emergency preparedness (possibly a future topic). Ted suggested that the Lewes Mitigation Team be consulted and provided contact information.
- Nancy will be writing an article on book banning for *Letters from CAMP Rehoboth*. It will include a quote from Jen Noonan and mention of the library policy.

Development Committee

- The committee is working on the development plan.
- Tom Schmidt reported that they are in the process of polishing up the document.
- Tom Schmidt also noted that many people are not aware of LPL's need for private funding. This led to a discussion on what more could be done to publicize this.

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

- The Friends will resume receiving book donations after Labor Day.
- They will limit the books they accept to reduce the number of remainders.
- There will be four book sales next year.
- New board members are needed.
- On behalf of the board, Chanta expressed gratitude to FLPL for all their hard work and the critical funds they provide.

*** Old Business**

- Maureen reported that the pavilion project is on schedule.
- Leslie suggested that a date be set now for a dedication ceremony in the spring, but that neighbors and city representatives should be invited to an event once construction is completed.

*** New Business**

- Maureen noted that the December meeting is scheduled for Christmas Eve and suggested that it be changed or cancelled.
- It was moved and seconded that the December meeting be cancelled, but that a special session would be ordered if needed. The motion passed unanimously.

*** Administrative Matters & Public Comments**

- The member of the public who was present made several suggestions regarding services for individuals with disabilities, including an idea for an event, such as a movie night, where they could gather to socialize.

Meeting adjourned 11:34 a.m. for Executive Session.

* **Executive Session**

- Tom Hall presented information and his suggestions for the solar panel situation.
- Discussion of real estate matters (Nancy recused herself for this portion).

Meeting reconvened at 12:07 p.m.

Meeting adjourned 12:08 p.m.

Respectfully submitted,

Nancy Sakaduski
Secretary