



BOARD OF COMMISSIONERS
Lewes Public Library Board of Commissioners
Board Meeting
Minutes of December 16, 2025

Attending the meeting were Lewes Public Library (LPL) Board of Commissioners members Maureen Miller, Chanta Howard-Wilkinson, Tom Hall, Nancy Sakaduski, Leslie Newman, Glenn Regan, Maria Royce, Paul Sparrow, along with Assistant Library Director Kristen Gramer and Friends of the Public Library President Candace Vessella.

***Call to Order** at 10:03 a.m. by Maureen Miller

***Consent Agenda**

- A. Minutes of the October 28, 2025, Regular Meeting and November 20, 2025, Onboarding Meeting
- B. Financial Reports
- C. Fundraising Update Report

The board held an onboarding session instead of a regular meeting on November 20, 2025.

Tom reviewed the financials and said that there is a positive trend, even before the annual appeal is completed.

It was agreed that staff salaries should be reviewed and that funds should be allocated for increases in 2026.

Tom is evaluating the use of a sweep account at M & T to see if it would be profitable for the library.

The finance committee is revising the investment policy and will present it to the board in January.

There was a motion to approve the consent agenda; it passed unanimously.

***Director's Report**

Kristen stated that the two new hires are going well and there are a number of good candidates for the teen librarian position.

***Board Committee Reports**

- Human Resources Committee

Chanta stated that the Human Resources Committee is finalizing the employee handbook and would like assistance with reviewing and incorporating staff input. Maria and Nancy volunteered.

- Development Committee

Leslie reported that the committee is developing an ambassador program to train volunteers (those who are willing) how to advocate for the library as part of their interactions with patrons. The committee will meet in February to finalize a description of the program.

The committee will be working on ideas for events surrounding the tenth anniversary of the library and asked board members to submit any ideas they have.

The annual appeal is going well so far. The goal is \$200,000.

***Friends Report**

Candace reported that the holiday book sale brought in nearly \$2,400. They added a basket raffle to help replace the loss of the revenues from the *Cape Gazette* Dining Card. The fiction and mystery book sale will be held January 23-24, 2026.

Candace is working to bring Sussex County independent libraries together to advocate for increasing the county library tax, which has not been raised in 35 years. The average currently is less than \$10/year per property.

***Old Business**

- Pavilion Committee Charter

Chanta presented a draft for a Pavilion Committee Charter. Maria suggested that it include metrics for measuring success.

***New Business**

- Meeting Room Security

A vote to ratify a new meeting room security policy took place via email on December 9. It was recommended that the staff include the new policy as part of the package given to renters.

- City Funding

Word was received from Jill that the City Finance Committee advanced the library's request for \$20,000 to the City Council.

Meeting adjourned 11:37 am.

Respectfully submitted,

Nancy Sakaduski, Secretary