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Duck Creek Regional Library
Board of Directors Meeting
Smyrna Police Station- Community Room
Website: Duckcreeklibrary.weebly.com
January 9, 2025 at 4 pm
Minutes

Welcome- Rick Horsey

Attendance- Howell Wallace, Rick Horsey, Chris Hudson, Ken Messer, Lisa Torbert Lincoln Willis gave his proxy vote to Lisa Torbert), and Nelson Drew

Pledge of Allegiance- all

Opening Prayer- Lisa Torbert

Recognition of Visitors- Pat Young and Kathy Messer

Minutes of November 7, 2024- Minutes were sent out prior to our meeting. There were no changes or additions.

Motion: Motion was made by Ken and seconded by Howell to approve minutes from our last meeting - Motion Passed (20250109-1)

Financial Report-

WSFS Checking account 12/31/24	\$5,849.52
WSFS Money Market account 12/31/24	\$498,241.73
Total bank accounts 12/31/24	\$504,091.25

Rick reconciled the bank statements with Ken's report.

Motion: Motion was made by Howell and seconded by Chris to approve the financial reports – Motion Passed (20250109-2)

FYI- DCRL receives donation from Joanne Fitzpatrick to underwrite Humanities Forum Program check deposited in WSFS.

FYI-2024-2025 Revised Budget, Change in Net Assets, & Balance Sheet-

FYI- Merrill Lynch bank accounts set-up- Ken Messer is working with Kathleen Hawkins team on setting up the new bank accounts so they are FDIC insured.

FYI- Merrill Lynch "Simple IRA Accounts"- Kathleen Hawkins and her team have met and set-up accounts with DCRL employees.

FYI- DCRL accounting "Review" for 2023-2024- Ken is gathering a list of documents that Dana Wattay and Ericka Thomas at Wattay accounting have requested. They need all documents by 2/15/25.

✓ **To do: Pat is waiting for the Town finance department to call her back to discuss all the funds that will be transferred to DCRL.**

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To do: Ken waiting for Sen. Dave Lawson to get him information about how to receive our Delaware employer tax ID #.

Library Director Report- Pat sent out her library report prior to the meeting.

To do: Pat waiting for Torrie to let her know if collections and other assets can be transferred to DCRL.

Friends of Duck Creek Report- Kathy Messer gave the Friends of Duck Creek report. They are working on increasing and retaining membership.

Review of Vision, Mission, Core Values & Purpose- Lisa Torbert

Our Vision – We are committed to being the preferred destination for learning resources, valuable services, and inclusive meeting spaces, dedicated to enriching the lives of our community members.

Our Mission – We welcome people of all ages and background to an environment that inspires lifelong learning, honors our history, equips for an ever-changing future, and strengthens our communities through advocacy and by providing access to a diverse range of learning resources and services.

Our Core Values – Our core values are: inclusivity, professionalism, privacy, resource stewardship, and equitable access. These core values underscore our commitment to our excellence, integrity, and inclusivity, guiding our actions and decisions as we serve our community's diverse needs.

Our Core Purpose – We will serve as a community hub where people of all ages and backgrounds come together to access a diverse range of learning resources and services.

To do: Rick, Pat, and Lisa will be requesting the Board to review some changes to the Vision, Mission, and Core Values at our next meeting.

Old Business:

Ad-Hoc Committee Report on Plaques- There will be two designated areas inside the library for plaques recognizing individuals and organizations that have been instrumental in the funding, construction and operation of the Duck Creek Regional Library. There will be a designated area on the front exterior of the building for a Historical marker.

To do: Chris spoke with Kay on the historical marker and shared with her the process and once the application is approved Chris will make contact with a legislator to secure funding and sponsorship.

To do: Chris spoke with Kay about the date and time for a masonic ceremony. This may or may not be the same date as the ribbon cutting. *completed*

Capital Improvement Committee Report- Ken stated they are waiting for construction to be completed before Bob Blyman of RYJ can provide list of improvements.

To do: Ken to schedule meeting once list of capital improvements has been given by Bob Blyman of RYJ.

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Naming Opportunities Report- Lincoln Willis not available to report.

Snow Removal Contract- To do: Rick will sign the snow removal contract and reminded everyone that RYJ is responsible for snow removal during construction.

Strategic Plan- SWOT analysis, review Vision, Mission, Core Values, Development Future Assumptions, and Development of Goals, Strategies, lead Measures and Scoreboards.

To do: Board members were invited to participate in the strategic plan process. We will send out the dates and times for the process.

New Business:

Duck Creek Regional Library Behavior Policy's- Pat reviewed the draft policy's and answered questions. Pat asked for the board to approve the Behavior, Children/Teen, and Usage Policy's and to implement them now for the Town and also in the new DCRL library.

Motion: Motion was made by Howell and seconded by Ken to approved the Behavior, Children/Teen, and Usage Policy – Motion Passed (20250109-3)

Mobile VR Letter of Loan Agreement- Pat sent the information about the VR Loan agreement prior to the meeting and explained the agreement.

Motion: Motion was made by Ken and seconded by Lisa to approve the Mobile VR project – Motion Passed (20250109-4)

Review and approval for Employment Contract for Patricia A. Young-

Motion: Motion was made by Ken and seconded by Howell to adopt the contract for DCRL Director Pat Young – Motion Passed (20250109-5)

To do: Rick will copy and send Pat a copy of the employment contract and put in Pat's employment file. - completed

Should DCRL Board require all full-time and part-time employees have a background check and drug testing prior to hiring?

Motion: Motion was made by Howell and seconded by Chris to have full & part-time employees pass a successful background check and drug test prior to employment and DCRL would pay for both tests– Motion Passed (20250109-6)

To do: Pat will research background and drug tests that DCRL will use for hiring.

Personnel Manual Excerpt approval- Lisa reviewed and answered questions about the changes in the Personnel Manual. There was discussion about overtime pay and if we wanted a policy limiting overtime pay. It was agreed that overtime pay is at the discretion of the Library Director.

Motion: Motion was made by Ken and seconded by Howell to amend the Personnel Manual, amending 4.1 Library Description for closing will be at the discretion of the

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Library Director. And 5.9 Employees received (omitting full-time employees) and 5.5 as written – Motion Passed (20250109-7)

Timeline for DCRL BOD and Personnel Committee discussions/decisions- Lisa reviewed the timeline for the Personnel Committee.

Discussion to change from ADP to Paychex payroll system with addition of Mobile App
Motion: Motion was made by Howell and seconded by Ken to drop ADP and beginning using Paychex as our payroll vendor – Motion Passed (20250109-9)

Next Meeting February 13, 2025 at 4 pm

Social Media – Director Young stated the website is being worked on and will be up and running later this month, she will inform Ken when to turn off Facebook and our current website.

To do: Pat will let Ken know when to shut down our existing website and social media pages.

Director Young stated the library will need a new printer soon, she was directed to get a minimum of 2 bids and bring back to the Board to review. The town printer is currently leased and we can continue to use until we move into the new library.

To do: Pat will contact (2) vendors for prices on leasing or purchasing a new printer for Board approval.

To do: Pat is recommending purchasing a second desktop printer/scanner for staff use when we move to the new library.

To do: Send Board members of the SWOT analysis – completed

Adjournment Motion: Motion was made by Ken and seconded by Chris to Adjourn at 5:40pm – Motion Passed (20250109-10)