

Duck Creek Regional Library
Board of Directors Meeting
Smyrna Police Department Community Conference Room
January 11, 2024 4pm
Minutes

Welcome/ Call to Order – Meeting called to order at 4:00 pm

Attendance

Rick Horsey, Howell Wallace Jr., S. Christopher Hudson, Ken Messer, Lisa Stoner-Torbert, Nelson Drew

Pledge of Allegiance - ALL

Prayer – Rick Horsey

Recognition of Visitors – Kathy Messer & Kay Wheatley (Friends of DCRL)

Consent Agenda

Approval of Officers of Duck Creek Regional Library:

Rick Horsey- President, Howell Wallace- Vice-President, S. Christopher Hudson- Recording Secretary, Ken Messer- Treasurer, Lincoln Willis, At-large members- Lisa Stoner-Torbert, and Nelson Drew.

Approval of Bylaws

Approval of Operating Committee Members:

Ken Messer- Chair, Dana Wattay, Barry Hudson, and Nelson Drew

Approval of using Roberts Rules of Order

Motion was made by Ken Messer to approve consent agenda seconded by Howell Wallace. Motion was approved 20240111-1.

Review Vision, Mission, Core Values, and Core Purpose

Read and reviewed by Rick

Discussion Items:

Should we approve Internal Control System for handling bank deposits and expenditures from Financial Operating Committee?

Ken Messer reviewed and discussed controls in depth of finance reports to be approved by the DCRL Board.

Kay discussed that Kent County could possibly require us to perform an annual Audit. In Sussex County, the County pays for an auditor to audit the libraries annually.

To do: Rick will check with Kent County to see if they will require an annual audit. If so, then who would perform the audit and who would pay for it?

Motion was made by Howell to approve an Internal Control System for handling bank deposits and expenditures from the Financial Operating Committee, seconded by Ken. Motion was approved 20240111-2.

Lisa asked how many people would be authorized to sign checks because of members travel schedule. Ken stated currently it was recommended to have (3) authorized signers and (2) required to sign each check.

Motion was made by Howell to have (3) members who would be authorized to sign checks and there must be (2) check signers on each check and seconded by Ken. After discussion, Howell amended his motion to have (5) members who would be authorized to sign checks and there must be (2) check signers on each check and Ken seconded. Motion was approved 20240111-3

What changes should we make to the 2024 operating budget?

Ken discussed the proposed budget in detail.

Motion was made by Ken to adopt the proposed 2024 operating budget and seconded by Howell.

Motion was approved. 20240111-4

To do: In the 2025-2026 budget, we may need to ask Kent County for an increase in the Library Tax from .033 to .049 depending on operating costs.

To do: Rick will give our EIN to Susan Durham at Levy Court and ask for DCRL's check from the library tax.

There was a discussion on what bank DCRL will use for operations. It was determined that we should ask M&T Bank

Motion was made by Howell to set up a DCRL checking account with M&T bank and seconded by Ken. Motion was approved. 20240111-5

To do: Rick will ask Lincoln if he contacted Pablo from M&T Bank to set up the checking account.

What design should we approve for the DCRL logo?

Chris worked with graphic designer to design a logo for DCRL. There was discussion about using the logo with different colors and sizes. Chris will follow up with graphic designer so we can see different colors and sizes,

Motion made by Ken to adopt the 2nd logo (the logo with the black duck and books as wings) and seconded by Howell. Motion was approved 20240111-6

To do: Chris will follow-up with graphic designer to take the approved logo and show us different colors and sizes.

Should we appoint Ad-Hoc committee to work with Friends of DCRL Board of Directors to:

Make recommendation to DCRL BOD and Friends DCRL BOD Dedication plaque?

Make recommendation to DCRL BOD and Friends DCRL BOD to determine the color and design for the exterior sign.

Kay stated that there will be several other items that the Ad-Hoc committee will need to address.

Motion was made by Ken to appoint Howell, Lisa, Nelson, and Rick to the Ad-Hoc Committee that will assist the Friends of DCRL and seconded by Chris. Motion was approved. 20240111-7

Other Business

Define the duties, powers and functions of the Financial Operations Committee.

To do: Ken will ask the Financial Operations Committee to draft the duties, powers and functions of the Financial Operations Committee for the DCRL Board of Directors to approve.

Duck Creek Regional Library's EIN Number - 99-0435380

Executive Session-

What is the job description for the Executive Director of DCRL?

Discussion- Ken sent us job descriptions for us to consider in September. Kay sent Rick the Rehoboth Personnel Policy manual. Rick spoke with Lisa about being a member of a Personnel Policy Committee that would oversee personnel policies and procedures for DCRL staff. Lisa has some people in mind to serve on the committee.

Motion was made by Ken and seconded by Lisa (Lincoln) to form a Personnel Policy Committee. Motion was approved. 2024011-8

To do: Lisa will chair the Personnel Policy Committee and ask members to serve. Their first goal is to identify the qualifications and job description for a library director. Then make a recommendation to the DCRL BOD. Board Members include Lincoln and Rick.

To do: After Board approves the Executive Director qualifications and job description then contact the Smyrna Town Manager to share our qualifications and job description and see if we could work with the Town of Smyrna in hiring them an interim Library Director until our Library is operational.

To do: Rick will send out the Rehoboth Personnel Policy to all members.

Who should manage the website?

Ken discussed in depth and provided examples of components of a website.

Ken volunteered to prepare the information, send to the Delaware Division of Library's and keep the site updated. He will also set up the Facebook and Instagram sites until a DCRL staff member would assume responsibility. There was discussion about the content that will be shared on the sites. Everyone agreed that our website should complement the Friends website.

Next meeting- February 8, 2024 @ Smyrna Policy Department – Community Conference Room

Adjournment- Motion was made by Ken and 2nd by Howell at 5:20. Motion was approved.