Duck Creek Regional Library
Board of Directors Meeting
Smyrna Police Department Community Conference Room
February 8, 2024 4pm
Agenda

Welcome/ Call to Order- Rick Horsey called meeting to order at 4 pm.

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

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

Pledge of Allegiance- ALL

Prayer- Rick Horsey

Minutes from January 11, 2024- Chris Hudson stated that the minutes were sent out prior to our meeting. There were no changes to the minutes.

Motion was made by Howell Wallace to approve 1/11/24 minutes seconded by Ken Messer. Motion was approved 20240208-1.

Financial Report- Ken Messer

Ken discussed upcoming bills, cash flow and how the financial report will look like going forward. $0 expenses YTD since October, 2023

Friends of Duck Creek Library Report – Kathy Messer & Kay Wheatley

Kay stated check will be available after next Wednesday (2/14/24) from Kent County Levy Court
Kay gave a construction update on the new DCRL including easements
Kay gave an overview of a furniture & fixtures meeting she and Kathy attended
Kay put in the budget $200,000 for new collections for the new library
Kay stated we will need to purchase new furniture and the contractor will work with the furniture manufacturer so that it won't arrive early
Kay is putting together a list of naming opportunities for fundraising in the new library
Kay & Kathy said all Town of Smyrna staff at the current library wants to be considered to work at the DCRL
Kay wants to have all the moneys raised for the cost of paying for the new building by May/June 2024
✓To do: Kay will send Lincoln a contact at Comcast to check on status of easement agreement.
✓To do: Kathy encourages board members to visit Town of Smyrna library and discussed the numerous collections we already have

To do: Rick will contact town manager of Smyrna to determine what the town's plans are for the old library's collections, furniture and fixtures to see if we can use any of them in the new library.
To do: Board members were asked to identify potential contributors for the Capital Campaign (The Capital Campaign is NOT for Operating costs) The Friends will need to raise approximately $700,000 for Capital Campaign)

<u>Review Vision, Mission, Core Values, and Core Purpose –</u> Rick reiterated the below:

<u>Our Vison</u> – 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.

<u>Our Mission</u> – We welcome people of all ages and background to an environment that inspires lifelong learning, honor our history through advocacy and by providing access to a diverse range of learning resources and services.

<u>Our Core Values</u> – 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.

<u>Our Core Purpose</u> – 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.

<u>Old business-</u>

Rick spoke with Susan Durham at Kent County and asked if they will require an annual audit. Kent County will require an annual accounting "Review." We can choose the CPA to conduct the "Review" at our expense.

✓ To Do: Ask Finance Operations Committee to choose CPA to conduct review.
✓ To Do: Ken will talk with Dana Wattay about options for his firm to represent us
To Do: Ken and the Financial Operating Committee will be doing quarterly financial reviews and reporting to the Board. This will help in the annual review.

Rick contacted Susan Durham at Levy Court about how to receive DCRL's check from the library tax. Susan stated we needed to provide the DCRL Bylaws, Articles of Incorporation, EIN, and W-9. Rick emailed the required information to Susan on 1/23/24.

✓ To Do: Ken will pick up check from Susan after Wednesday, 2/14/24 for deposit in M&T Bank.

Rick contacted Steve Price at M&T Bank on 1/23/24 and asked what information they required to open an DCRL accounts. Board of Director members signed signature authorizations for checking and money market accounts.

✓ To do: Rick will take all account paperwork into Steve Price to open the accounts
✓ To do: Ken will deposit Levy Court check in the M&T accounts when it is ready.

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

To do: Select logo design from Chris (Sent out previously)

> Motion was made by Ken Messer to approve the dark green logo seconded by Lincoln Willis. Motion was approved 20240208-2.
>
> ✓ To do: Ken will incorporate the new logo on the website.

Ad-hoc Committee Report- Howell, Lisa, Nelson and Rick

Meeting at Becker Morgan on 2/7/24 (Ext. sign design, Dedication plaque, furniture, cornerstone, historic building 1915?)

To Do: Review report from Ken and Financial Operations Committee on duties, powers and functions of the Financial Operations Committee for the DCRL Board of Directors to approve.

✓ To do: Ken will ask the Financial Operations Committee to write down the duties, powers and functions they will perform throughout the building process. After the Library director is hired and the new DCRL is turned over to the DCRL Operating Board of Directors, then the Financial Operations Committee will oversee the financial operations of DCRL.

<u>New Business</u>-

Press release about Board of Directors

> ✓ To do: Kay will handle, No motion necessary

Invitation to Delaware Division of Library's future meeting-

> ? To do: Kay will reach out to Annie Norman to attend a future meeting (April/May 2024) No motion necessary
>
> ✓ To do: Rick will send Annie Norman of Delaware Division of Library's a report to summarize DCRL activities and future plans

Ken discussed our social media accounts and what he's done since he's implemented them

> To do: Ken will send a social media activity report

<u>Executive Session</u>- Summary only

Lisa- Should we approve Library Executive Director job description and qualifications?

> Motion was made by Ken Messer to approve the Library Directors job description and qualifications and seconded by Howell Wallace. Motion was approved 20240208-3.

What is the compensation plan for the Library Director?

> Motion was made by Ken Messer to set the salary for the new Library Director at $~~XXXXX~~ 60000- $~~XXXXX~~ 80000 depended on experience seconded by Lincoln Willis. Motion was approved 20240208-4. (per recorded minutes 2/8/24

The Town of Smyrna has budgeted approximately $XXXXX for a Library Director. We would like to work with them as we transition from a Town Library to DCRL. The Board of Directors doesn't believe that we can hire an experienced Library Director for the salary that the Town has budgeted. Therefore, the following motion was made:

> Motion was made by Ken Messer to allocate funds to supplement the pay of a new Library Director to come out of DCRL Operating Accounts (pay the difference between the new pay and the towns second by Howell Wallace Jr. Motion was approved 20240208-5

Who would like to work with the Town on the process to prospect, interview and make recommendations to hire the Library Director?

✓ To do: Lincoln, Howell and Lisa will lead the hiring process for the new Town of Smyrna Library Director.
To do: Rick will send Sheldon Hudson, Town manager, the Library Director job description and qualifications so a meeting can be set up to discuss the hiring process, interview, salary so a recommendation an be made to DCRL Board of Directors and Smyrna Town Council. SENT 2/11/24
To Do: Ask Delaware Division of Library's to post Library Directors DCRL position.

<u>Good Of</u>

To do: Revisit overall income and expense for 2025, then create a new pro-forma budget.
? To do: Contact Dave Carter and Matt Meyer about New Castle County DCRL funding.

Next Meeting- March 14, 2024 at 4 PM

Adjournment- Motion was made by Ken and 2nd by Howell at 5:29. Motion was approved.