Duck Creek Regional Library
Board of Directors Meeting
Smyrna Police Station- Community Room
Website: Duckcreeklibrary.weebly.com
March 13, 2025 at 4 pm
Minutes

Meeting call to order at 4:08 pm.

Attendance- Ken Messer, Lisa Torbert, Chris Hudson, and Rick Horsey (Howell Wallace gave his proxy to Lisa Torbert)

Pledge of Allegiance- All

Opening Prayer- Rick Horsey

Recognition of Visitors- Pat Young, Kathy Messer, Kay Wheatley, and Leanna Carroll

Minutes of February 13, 2025 Minutes were sent out prior to the meeting. There were no changes of additions.
Motion was made by Ken Messer and seconded by Lisa Torbert to approve the minutes. Motion #20250313-01 was approved.
Financial report as of February 28, 2025- Financial report was sent out prior to the meeting. Ken Messer reviewed the financial report. There were no changes of additions to the financial report.

WSFS checking account balance	$19,058.72
WSFS money market account balance	$220.827.63
Merrill Lynch account balance	$113,920.28
Merrill Lynch account balance	$114,000.19
Total all bank accounts	$467,806.82

Motion was made by Lisa Torbert and seconded by Ken Messer to approve the financial report. Motion #20250313-02 was approved.

FYI- Revised Budget- Ken Messer reviewed the revised budget.

FYI- Balance Sheet & Change in Assets- Ken Messer reviewed the Balance Sheet and Change in Assets report.

FYI- Accounting review 2023-2024 report- Accounting review will be completed after April 15th according to Dana Wattay, CPA.

FYI- Delaware employer tax ID # - Ken Messer stated that he has not received the tax ID # but Dept. of Labor is working on it.

FYI- New Castle County funding agreement- The funding agreement is with the New Castle County Executive waiting for his signature.

FYI- Bookkeeping services- Ken Messer reported that he is waiting for Wattay Accounting to start on-bookkeeping services sometime between March and April.

To do: Paychex has not installed time-off tracker but Patricia from Paychex is working on a solution.
<u>Library Director report</u>- Pat introduced our new Assistant Library Director, Leanna Carroll. Pat also stated she has hired a part-time employee, Mark Johnson. Mark will start March 18th. Pat went over the staff work schedule as we transition from old to new library.
To do: Pat will schedule a meeting with Kay Wheatley to go over grants.

<u>Friends of Duck Creek Library report</u> – Kathy went over Friends priorities. Increasing membership and funding are top priorities. Recruiting volunteers for committees and the new book store. Friends Board is meeting tonight. Kay stated that there has been (9) Naming Opportunities sold and there are (7) left. Kay stated that she will recommend to the Friends Board to allocate $300,000 for new collections at their meeting.
To do: Kay suggested to write policy on receiving books for resale in the new book store.

<u>Review of Vision, Mission, Core Values, and Core Purpose</u>
***<u>Vision-</u>* "We are the community's go-to destination for quality educational programs, valuable resources and services, and inviting spaces. Individuals are empowered and lives enriched through fostering lifelong learning and meaningful connections."**

***<u>Mission-</u>* "We welcome individuals of all ages and backgrounds to an environment that inspires lifelong learning, honors our history, equips for an ever-changing future, and strengthens our communities through advocacy, quality educational programs, valuable resources and services, and inclusive meeting spaces."**
***<u>Core Values</u>*- Our core values are inclusivity, professionalism, confidentiality, responsible stewardship of resources, equitable access, welcoming and safe environment, and a commitment to financial sustainability.**
***<u>Core Purpose</u>*- Our purpose is to serve as a community hub where individuals of all ages and backgrounds come together to access quality education programs and valuable resources and services**

<u>Old Business</u>:

> **Meeting Room Policy (Pages 25-27) I believe our board has done a good job of researching other libraires and has drafted a meeting room policy that is in harmony with our vision, mission, and values. The policy includes usage, reservation requirements and prohibited use. There are a few decision items that need to be made but we have a good first draft. As you know, meeting room usage has the potential for helping organizations deliver quality education programs, provide life enriching events, and help make meaningful connections with members of our town, county and state. The meeting room usage can also provide an increase in our operational funding. Along with many positive opportunities there are of course some risks. We must be cautious about possible problems that could arise. It will be impossible for us to make policies for every situation that may come up. Therefore, I believe we must place our trust and empower our library director and her team to execute based on these requirements. Here are the decision items:**

Decision item #1- <u>Meeting room Priority #2</u> –
To do: Rick will include all organizations who provide annual funding in #2 priority in meeting room policy
Decision item #2- <u>Deposits and fee payment</u>-
To do: contact bank and set-up credit card for patrons to use for amounts over $10.
Decision item #3- <u>Meeting room hours</u>-
To do: Pat will set meeting room hours. It was recommended to have two staff members present during the meeting if they are available. We could also ask the Friends volunteers to assist whenever possible. Staff will be paid if after hours.
Decision item #4- <u>Meeting room "For-profit" organizational fees</u>- What fees should we charge for the large and medium meeting rooms?
To do: Rick will ask the subcommittee to review and make recommendation to the Board.
Decision item #5- <u>Meeting room "Non-profit" organizational fees</u>- What fees should we charge for the large and medium room?
To do: Rick will ask the subcommittee to review and make recommendation to the Board.
Decision item #6- <u>Cleaning fees</u>- What should we charge for the large and medium meeting rooms? Should it be the same for For-Profit and Nonprofit's?
To do: Rick will ask subcommittee to review and make recommendation to the Board.
Decision item #7 <u>Kitchen fee</u>- Should we charge for use of the kitchen and if so, how much?
To do: Rick will ask the subcommittee to review and make recommendation to the Board.

FYI- Town of Smyrna report- Town Council approved Collections and designated funds.
To do: Rick will ask the town of Smyrna for an annual donation of $50,000.

FYI- DCRL Strategic Plan- The final two stages will be completed on April 3, 2025.
To do: Board members are encouraged to attend the final stages.

<u>Photocopiers and coin boxes-</u> Information about the lease or sale of (2) copier and a coin box. Pat Young presented two estimates for leasing and purchasing two photocopiers with service agreements and a coin box. After discussion it was decided that we should purchase the photocopiers and coin box based on past service and price we should purchase them from Excel. We asked Pat to ask Excel to lock the service agreement price at 3 years and increase the overage to 24,000 from 20,000.
Motion was made by Ken Messer and seconded by Lisa Torbert to ask Pat to contact Excel and ask them to lock in the price for the photocopier service agreements for 3 years and increase the images from 20,000 to 24,000 and if Excel agrees then purchase two copiers with service agreements and a coin box from Excel Business. Motion #20250313-03 was approved.

To do: Pat will ask Excel to lock the service agreement price for 3 years and increase the overage to 24,000 form 20,000.

Personal Injury Incident form- The Personal Injury Incident Form was discussed prior to the meeting. There were no changes of additions to the form. (separate attachment)
Motion was made by Lisa Torbert and seconded by Ken Messer to approve the Personal Injury Incident Form. Motion #20250313-04 was approved.

New business:

Custodial Services- Pat Young will contact several custodial companies and ask for bids.
To do: Pat will contact several custodial companies for bids.

Proxy voting- Need to add proxy voting to our bylaws. Lincoln Willis suggested we place the Proxy voting in our bylaws in Article V Section #1 F to read: Board members may assign their vote by email to another member (Including At-Large Members) via proxy in their absence from a meeting.
Motion was made by Ken Messer and seconded by Lisa Torbert to approve putting the proxy voting in our Bylaws in Article V, Section #1 -F to read, "Board members may assign their vote by email to another member via proxy in their absence from a meeting." Motion 20250313-05 was approved.
To do: Contact Board members and ask them to copy all Board members when they assign their proxy.
To do: Contact governing body with our new Vision, Mission, Core Values, Core Purpose and Proxy voting.

Delaware Community Foundation- (Page 29) – Invitation to Mike DePaulo to explain DCF to Board.
To do: Contact Town of Smyrna and ask them to transfer funds in the Delaware Community Foundation. As of 2/21/25 there was a balance of $4,084.
To do: Ask Mike DePaulo to give presentation to Board about DCF.

FYI- Merrill Lynch- Kathleen Hawkins will update Board in April about retirement plan.

Merrill Lynch CD's mature in March and will need to be renewed or adjusted.
Motion was made by Chris Hudson and seconded by Ken Messer to approve the renewal or adjustment for the CD investments. Motion 20250313-06 was approved.

2025-2026 Operating Budget- Ken stated we need to meet with Pat to develop an operating budget for the next fiscal year.
To do: Rick, Ken and Pat will meet to develop the 2025-2026 budget for Board approval in April.

Family Leave Act- We now have 10 employees and will need to decide who we will use for FLA.

To do: Pat will ask Paychex if they will administer the FLA program.

Executive Session-

Personnel Issues- Lisa (Page 30)

Section 4:4 Pay Period and 4:8 Overtime and compensatory time was discussed. There were no changes or additions to either section.

Motion was made by Ken Messer and seconded by Chris Hudson to approve Sections 4:4 and 4:8 as presented. Motion 20250313-07 was approved.

Next meeting: April 10, 2025

Adjournment- Motion was made by Ken Messer and seconded by Lisa Torbert to adjourn at 6:00 pm. Motion #20250313-08 was approved.