

**Duck Creek Regional Library
Board of Directors Meeting
Smyrna Police Department Community Room
March 14, 2024 4pm
Minutes**

Welcome: Rick Horsey

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

Recognition of Visitors- Chris Hudson
Carol Binns, Kathy Messer & Kay Wheatley (Friends of DCRL)

Minutes: Chris Hudson
If they received them, are there additions/corrections
Motion was made by Howell Wallace to approve 2/8/24/24 minutes seconded by Ken Messer. Motion was approved 20240314-1.

Financial Report- Ken Messer
February 29th 2024 Tailored business checking account balance \$242,884.14
February 29th 2024 Market Advantage business account balance \$0.
Motion was made by Howell Wallace to approve the financial report seconded by Chris Hudson Motion was approved 20240314-2.
Discussion – invent in money market or 6-month CD
Motion was made by Howell Wallace to invest \$150,000 with a short term 6-month CD to mature in September 2024 seconded by Chris Hudson. Motion was approved 20240314-3.
Discussion – on FY 2024 budget
Motion was made by Ken Messer to remove \$2,500 from the Friends of DCRL in the FY 2024 budget seconded by Howell Wallace. Motion was approved 20240314-4.

To do: The President or another board member will reconcile monthly financial bank statement.

To do: Treasurer will purchase quick books software for \$600 to track income and expenses.

Friends of Duck Creek Library Report: Kathy Messer and Kay Wheatley
Kay discussed RYJ bid sheet for DCRL & current capital campaign budget for March 2024 (documents supplied).

Review Vision, Mission, Core Values, and Core Purpose – Rick reiterated the below:

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, honor our history 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.

Old Business:

Financial Operations Committee report – (Ken Messer, Dana Wattay, Nelson Drew, and Barry Hudson)

Financial Operations Committee duties, powers & functions

Motion was made by Ken Messer to appoint Wattay Account as the official accounting firm for the Duck Creek Regional Library seconded by Howell Wallace. Motion was approved 20240314-5.

To Do: Wattay Accounting will recommend to the Board who to use for a review when the time comes (Fiscal year July 1 through June 30th)

To do: Financial Operation Committee will conduct quarterly financial reviews.

Quarter 1- July 1 – September 30th; Quarter 2 October 1- December 31st;

Quarter 3 January 1- March 31st; Quarter 4 April 1- June 30th.

Personnel Policy Committee report – Lisa

Personnel committee consists of Lisa, Howell, Lincoln and the Library Director (upon hire)

Motion was made by Ken Messer to approve the duties powers and responsibilities of the personnel committee, for the Duck Creek Regional Library seconded by Chris Hudson. Motion was approved 20240314-6.

To do: Lisa, Lincoln, Howell and the new Library Director when hired will continue to work on the Personnel Policy Manual.

Ad-hoc Committee-

Kay gave context on what Ad-hoc committee is currently doing. (Furniture, signs, and plaques)

To do: Ad-hoc committee will report at the next meeting on the outcomes of meetings on March 15, 2024.

Motion was made by Chris Hudson to look into getting a historical marker provided by the State of Delaware to be placed on the DCRL building for the Duck Creek Regional Library seconded by Ken Messer. Motion was approved 20240314-7.

To do: Kay will check with Friends of Duck Creek Board and ask if this is something they would like to pursue. If they also approve, then Kay will contact Delaware Historical to see if a marker can be placed on DCRL building.

Social Media Activity Report – Ken Messer

2025 Pro-Forma budget – Ken Messer

To Do: Ken will forward the board the pro forma 2025 budget by March 20, 2024 for Board member and Kay Wheatley to review. After approval, then Kay will send to NCC prior to 3/26.

Towns plan for the collections, furniture, etc. (The town manager is suggesting to the town council that the town donate their collections and furnishing when it's time to transfer to the DCRL)

To do: Kathy, Kay and Craig Williams, Becker Morgan, will meet with Town of Smyrna library staff to determine what collections and furniture could be used at new Library.

To do: let Town Manager know what collections and furniture can be used at new Library and when they would be needed. (After Town Library is closed)

Masonic Ceremony- Chris Hudson

Motion was made by Ken Messer to investigate into having Masonic blessing ceremony seconded by Howell Wallace. Motion was approved 20240314-8.

To do: Check with Friends of Duck Creek Board for their approval. (They did approve)

To do: Kay will contact Bob Blyman of RYJ to arrange Masonic ceremony during Ribbon Cutting ceremony.

New Business:

Insurance – Howell Wallace

To do: Builders risk of \$56K is to be approved and paid by the friends of Duck Creek Regional Library.

Executive Session:

Personnel matters

Lisa led discussion around hiring on the new library director (including town/DCRL transition)

Motion was made by Howell Wallace to approve the Library Director job description with amendments (ADA disclosure & background check) seconded by Ken Messer. Motion was approved 20240314-9.

To Do: Lisa will contact Danielle and Wanda from the town to inform posting for 3 weeks

To Do: Kay will contact Delaware Division on Libraries for posting

To Do: Follow up with Lincoln and ask how the benefits for Town of Smyrna employees will work as they transition to DCRL. Can we afford to offer the same benefits?

To do: Personnel committee will review the interview questions that Kay sent to us and then develop their own questions.

Discussion about Naming Opportunities and appeals: Kay

To Do: Kay will coordinate names of potential donors for naming opportunities and large donations from the DCRL Board and the Friends of DCRL Board.

To do: Chris will send Kay names from the fire company's potential donors and vendor.

Next meeting: April 11th 2024 4pm.

Adjournment: Motion was made by Ken and 2nd by Howell at 5:41. Motion was approved 20240314-10.