Duck Creek Regional Library
Board of Directors Meeting
Smyrna Police Station- Community Room
Website: Duckcreeklibrary.weebly.com
April 10, 2025 at 4 pm
Minutes

Welcome/Call to Order- 4 pm

Attendance- Nelson Drew (Chris Hudson Proxy), Ken Messer, Howell Wallace, and Rick Horsey

Pledge of Allegiance- all

Opening Prayer- Nelson Drew

Recognition of Visitors- Kathy Messer, Pat Young and Kathleen Hawkins

Update on DCRL Staff Retirement Plan- Kathleen Hawkins, Merrill Lynch

Minutes of March 13, 2025- Minutes of the March 13, 2025 were sent out prior to the meeting. There were no changes or additions.
Motion was made by Ken Messer and seconded by Howell Wallace to approve the minutes. Motion #20250410-01 was approved.

Financial Reports of March 31, 2025- The financial reports were sent prior to the meeting.

WSFS checking account balance	$	$21,646.87
WSFS money market account balance	$	194,525.68
Merrill Lynch account balance	$	114,377.42
Merrill Lynch account balance	$	114,377.51
Total all bank accounts	$	444,927.48

Motion was made by Nelson Drew and seconded by Howell Wallace to approve the financial report. Motion #20250410-02 was approved.

FYI- Budget to Actual 2024-2025, Balance Sheet, and Change in Net Assets- Ken Messer reviewed the budget to actual, Balance Sheet, and Change in Net Assets reports.
FYI- Accounting review 2023-2024- Ken Messer stated that is waiting for Wattay Accounting to send the review after April 15, 2025.
FYI- Delaware employer tax ID#- Ken Messer stated that he has gotten an answer back from Dept. of Labor that he had to resubmit because we didn't submit proof of ownership. Should have back in 30 days.
FYI- New Castle County Funding Agreement- signed and check deposited 4/4/25
FYI- Bookkeeping service- Starts April 21, 2025.
FYI- Paychex time-off tracker- Still waiting for Paychex to provide solution

FYI- Family Leave Act- we will have to decide what private company will administer
To do: Rick will research companies to administer the FLA before 1.1.26 and recommend to Board. The two companies to consider are American Fidelity and Protective. Do we need an account number prior to 1.1.26.

Review and approval of 2025-2026- Draft budget for FY 2025-2026 was sent out prior to the meeting.

Motion was made by Howell Wallace and seconded by Nelson Drew to approve the 2025-2026 budget. Motion #20250410-03 was approved.

Prepaid Insurance – We will include prepaid insurance premium on the Balance Sheet.
To do: Ken Messer will include prepaid insurance as an asset on the Balance Sheet.

Library Director Report- Pat Young sent her report prior to the meeting. Pat stated that the staff had a very successful two weeks. They are looking forward to working in the new building. The strategic plan that was completed will be very helpful in aligning the daily activities with long term goals. Pat was contacted by the Duck Creek Gardner's for a follow-up meeting to identify ways they can be involved with library programs and activities and beautification of the interior and exterior. Pat also did a presentation at a lunch meeting to the Townsend's Women's Club.
To do: As a result of Pat's meeting, the Townsend's Women's Club has scheduled a Tea Party fund raiser on Saturday, September 6th from 1 to 3pm. They are expecting between 100-125 people. It will be a ticketed event and proceeds will go to the library. They will do all the planning and serving the event.
To do: Invite DCRL staff members into the June Board meeting for a meet, greet and time for fellowship prior to our Board meeting.

Friends of Duck Creek Library Report- Kathy sent report prior to the meeting. Kathy highlighted membership recruitment. She visited Ashland Home Community and the Christian Prayer Breakfast to answer questions and hand out membership applications. Kathy stated that the Friend's Annual meeting is June 12th at the new library. She went over the Dedication Plaques. Kathy and Kay continue to sell the Naming opportunities and seeking donations.

Review of Vision, Mission, Core Values, and Core Purpose- Rick reviewed
***Vision-* "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."**

***Mission-* "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."**

Core Values- **Our core values are inclusivity, professionalism, confidentiality, responsible stewardship of resources, equitable access, welcoming and safe environment, and a commitment to financial sustainability.**

Core Purpose- **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**

Old Business:

- **Review Meeting Room Policy was sent out prior to the meeting. Rick thanked Chris, Pat, and Lisa for reviewing and offering their recommendations. We clarified that staff would be asked first to help in meeting room rental and would be paid for their service. Volunteers would be asked if staff is not available and would not be paid.**

Motion was made by Howell Wallace and seconded by Ken Messer to approve the Meeting Room Policy. Motion #20250410-04 was approved.

- **Review 2025-2026 Strategic Plan was sent out prior to the meeting. There were no changes or additions to the plan.**

Motion was made by Nelson Drew and seconded by Ken Messer to approve the 2025-2026 DCRL Strategic Plan. Motion #20250410-05 was approved.

- **FYI- Town of Smyrna- transfer of designated library funds- Rick Horsey**
  To do: Rick will follow-up with the Town to review all accounts due DCRL.
  To do: Contact Mile DePaulo from DCF to have funds transferred from Smyrna Town Library to DCRL.
- **FYI- Photocopiers/coin boxes- Excel agreed to lock in the service agreement price for 3 years and increase the copier overage to 24,000 from 20,000 copies.**
- **Custodial Services- Pat Young has requested estimates from (8) companies and is waiting for their estimates.**
  To do: Pat will make a recommendation at our next meeting.
- **Security Services- Pat Young has spoken to Dover and Appoquinimink about who they use for security and is waiting for estimates.**
  To do: Pat will make a recommendation at our next meeting.

New Business:

We have $90,000 to invest in a separate entity. This will keep all funds FDIC insured.

Motion was made by Howell Wallace and seconded by Nelson Drew to authorize $90,000 in a separate entity in Merrill Lynch. Motion #20250410-06 was approved.

Executive session:

Personnel issues- Should volunteers be required to have background checks and drug tests before hiring?

Motion was made by Ken Messer and seconded by Howell Wallace to require background checks and drug tests before hiring. Motion #20250410-07 was approved.

Next Meeting: May 8, 2025

Next Meeting: Bylaw changes & Board members terms staggered for leadership continuity.
To do: Rick Horsey has asked Chris Hudson and Lincoln Willis to review the Bylaws and make recommendations to the Board in May.
To do: Rick Horsey and Ken Messer will review the funding requirements of New Castle County and make sure we are incompliance.
To do: Rick will send the strategic plan, budget and minutes to Kent and New Castle County and Delaware Division of Library's.

Adjournment-
Motion was made by Ken Messer and seconded by Howell Wallace to adjourn the meeting. Motion #20250410-08 was approved