

Duck Creek Regional Library
Board of Director's Meeting
Smyrna Police Department- Community Room
May 8, 2024 at 4 PM
Minutes

Welcome- Rick Horsey

Attendance- Rick Horsey, Chris Hudson, Ken Messer, Lisa Stoner-Torbert, and Nelson Drew

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

Opening Prayer- Nelson Drew

Minutes- Chris Hudson

**Motion was made by Ken Messer to approve 4/11/24 minutes seconded by
Chris Hudson; motion was approved 2024050814-1**

Financial Reports-

Bank Account Balances-(M&T banks statements were not available for meeting) Ken stated April 30,2024 balances for checking and money market- Checking account balance was \$96,634.04 and Money Market balance was \$148,240.58.

**Motion was made by Lisa Stoner-Torbert, to approve the monthly financial
reports seconded by Chris Hudson; motion was approved 2024050814-2**

Documentation Retention Policy (page 7)

**Motion was made by Chris Hudson, to approve the Record Retention Policy &
Purchase Order Form seconded by Lisa Stoner-Torbert; motion was approved
2024050814-3**

To do: Ken will prepare budget for 2024-2025 (Note: Kay said the operating cost per sq. ft. for comparable libraries was \$34-35) There will be a reserve that will be carried over in the budget.

To do: Ken will contact M&T bank to get electronic statements

To do: Rick will follow-up with M&T about the credit card request.

To do: Ken will have a member of the Financial Operations Committee do the 17-point check-list quarterly review and send to Rick who will review with Ken.

Friends of Duck Creek Regional Library Report- Kathy Messer and Kay Wheatley

Annual Meeting coming up June 13th and contacts from RYJ and Becker Morgan will be presenting - Kathy

Efficiency Smart (Energy Audit) Company discussion – Kay discussed an email from Efficiency Smart who performed an energy audit. They recommended improvements of \$16,788 less an incentive credit that would leave a balance of \$15,693. The payback would be \$4,751 per year with a three-year payback. The proposal was sent to RYJ and Becker Morgan for their review. Kay contacted Jason McNatt from Smyrna to find out if this a town requirement.

To do: Kay will follow-up with the Josh Little and Jason McNatt from the town about the proposal. If required, then have the engineer from Becker Morgan call Efficiency Smart about the proposal, get estimates for improvements, and ask for referrals from Efficiency Smart.

Review of Vision, Mission, Core Values, and Core Purpose-Rick Horsey

Old Business-

Ad Hoc Committee Report (Howell Wallace, Nelson Drew, Kathy Messer, Kay Wheatley, Rick Horsey & Lisa Stoner Torbert) - Will have a meeting shortly
Social Media Report – Ken discussed impact of activity on our various social media accounts. Facebook has the most activity. Pictures of the progress have been popular.
Insurance D&O was paid
Personnel Policy Committee (Lisa Stoner Torbert, Lincoln Willis & Rick Horsey) – No Report

New Business-

DCRL Process Report sent to Kent County, Delaware Division of Libraries, New Castle County, Town of Smyrna.

To do: Rick will send progress report to Towns of Clayton and Kenton

Executive Session-

Personnel- Lisa discussed the Library Director interviews. Members were Lisa, Kay, Rick, and Wanda and Meghan from the Town of Smyrna. There are two candidates who will be interviewed a second time on May 31st and June 4th.

To do: After the second interview, Lisa, Kay, Rick, Wanda and Meghan will meet to review. If there is agreement on a candidate, then the Town and DCRL Board will be given the recommendation for their approval and then an offer will be made.

To do: Lisa will ask Wanda if there is a probation period for employees to receive benefits from the Town of Smyrna.

To do: Rick will contact Mayor Johnson and acting Town Manager, Torrie James about several logistical issues. First, the Town receives funds from the state for operations.

After the town closes their library and DCRL opens, how much of the funding will go to DCRL for operations? (The town will not need funding for the entire year.) At what point will the town close the old library?

Next Meeting- June 13, 2024 at 4 PM

Adjournment-

Motion was made by Chris Hudson, adjourn seconded by Ken Messer; motion was approved 2024050814-4