

Duck Creek Regional Library
Board of Director Meeting
Smyrna Police Station – Community Room
Website: DuckCreekLibrary.weebly.com
May 8, 2025 at 4pm
Minutes

Welcome/Call to Order – 4pm

Attendance – Howell Wallace, Lisa Torbert, Ken Messer, Chris Hudson (arrived late)

Recognition of Visitors – Kay Wheatley, Kathy Messer

Minutes of April 10th, 2025

Motion was made by Ken Messer and seconded by Lisa Torbert to approve the April 10, 2025 minutes as presented. Motion Passed #20250508-01

Financial Reports –

The Financial Report was sent out prior to the meeting and reviewed by Ken Messer.

WSFS checking account balance	\$ 53,041.18
WSFS money market account balance	\$195,153.72
Merrill Lynch cash value	\$354,887.04
Total Cash	\$603,081.94
Less %5 Capital Reserve	\$(38,400.00)
Less FY 25 Reserve	\$(77,395.00)
FY25 Surplus	\$497,286.94

Ken noted the \$98,174.99 Smyrna Library Carryover which reflects unused Smyrna Library funds from multiple years.

Motion was made by Lisa Torbert and seconded by Ken Messer to adjust the budget to reflect the Smyrna Library carryover in the FY 25 budget. Motion Passed #20250508-02

Motion was made by Lisa Torbert and seconded by Howell Wallace to approve the financial report as amended. Motion Passed #20250508-03

Library Director Report

Pat Young was unable to attend due to a conflict with presentation and submitted the Library Director's Report prior to the meeting. In addition, Pat encouraged Board members for visit the DCRL Monday-Friday, 9:30am - 2:30pm. Please email or text prior to visiting.

Friends Report

Kathy Messer presented the Friends of Duck Creek Report. Highlights included a recent walk-through by Kathy, Rick, and Bob where they identified several items for the punch list. Plans are being made for the Friends store and the Annual Friends Meeting will be held June 12 at the DCRL.

Kay said there are 5 more rooms which are in need of a sponsor, she will be targeting larger donors which will include sending out an appeal. All of the DCRL Board members have contributed and she will be reaching out to the Friends Board to seek further contributions. "Juneish" will be Kay's last meeting, and a punch list from RYJ will be distributed next week. The Ribbon cutting is June 9 at 11am.

OLD BUSINESS:

- Advantech Contact was reviewed

Motion was made by Ken Messer and seconded by Lisa Torbert to approve the Advantech Contact.

Motion Passed #20250508-04

- Discussion was held around the Intercostal Cleaning Service Contact. With the Director not present, to many questions were left unanswered.

Motion was made to table to Cleaning Contact Discussion by Ken Messer and seconded by Lisa Torbert.

Motion Passed #20250508-05

- Lincoln is working on the bylaws

NEW BUSINESS:

- None

Good Of:

- Ken discussed FMLA and the products we can get for our employees
- The Friends received a solar grant for the library which they will pay for the installation which will occur in August/September 2025.
- Collections will be accepted after the opening of the library

Adjournment:

Motion was made by Ken Messer and seconded by Lisa Torbert to adjourn the meeting. Motion #20250508-06 was approved.