

Duck Creek Regional Library
Board of Directors Meeting
22 South Main Street, Smyrna, DE
Website: <https://duckcreek.lib.de.us>
June 11, 2025 at 4 pm
Minutes

Welcome/Call to order at 4:03 pm

Attendance- Rick Horsey, Howell Wallace, Ken Messer, Nelson Drew, and Lisa Torbert

Pledge of Allegiance- All

Opening Prayer- Rick Horsey

Recognition of Visitors- Pat Young and Kathy Messer

Minutes of May 8, 2025- Minutes were sent out previously. There were no changes or additions.

Motion was made by Howell Wallace and seconded by Ken Messer to approve the minutes as written.

Motion #20250611—01 was approved.

Financial Reports May 30, 2025 was sent out prior to the meeting. Ken Messer reviewed the financial reports.

WSFS checking account balance	\$ 46,686.82
WSFS Money Market account balance	\$135,649.91
Merrill Lynch accounts cash balance	\$470,589.23
Total cash	\$652,925.96

Financial reports-Budget to Actual, Balance sheet, and Change in Net Assets
There were no changes or additions to the reports.

Motion was made by Howell Wallace and seconded by Ken Messer to approve the financial reports.

Motion #20250611- 02 was approved.

FYI- The Town of Smyrna sent us a check for \$98,174.99. We are still waiting for the Town to give us a breakdown of the check.

To do: Follow-up with Town about breakdown of check.

FYI- Revised 2025-2026 Budget-

To do: Ken will revise the 2025-2026 Operating Budget

FYI- Accounting review 2023-2024 from Wattay Accounting

To do: Follow up with Dana and send review to Kent and New Castle County.

FYI- Bookkeeping service report-

To do: It was agreed to have Wattay Accounting pay the bills as part of the bookkeeping service. Ken will contact Dana Wattay and let him know.

FYI- Paychex time-off tracker status

To do: Pat would like to continue to install Paychex time-off tracker when its ready

Library Director Report- Pat stated the library has been open two days. There have been 25 new library cards issued. All internet hot spots have been checked out. There has been 32 pages of holds, items requested by other libraries. (There are 12 items on each page). There have been 14 people use the study rooms. There was one official children program given last Friday. It is the start of the summer reading program. The overall opinion by the public is amazement and awe! Paul Mast has inquired about a musical program in the fall. Bill Wagoner inquired about displaying his Duck Stamp collection. He will let Pat know. There have been some building challenges. The frosting on some of the windows and fencing will provide more security for patrons in the library. Howell Wallace is donating his John Grisham book collection.

Friends of Duck Creek Library Report- the ribbon cutting went like clock-work. It was overwhelmingly positive. The giggles of children said it all! The Friends will host their annual meeting on Thursday night and will be taking on a new role. Tomorrow will be a social event with renewal of membership and tours of the library. There are many opportunities for programs in the meeting rooms like art, music, and life experiences.

Rick reviewed the Vision, Mission, Core Values, Core Purpose, and Goals-

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

Goals-

Collections: Pat, Carol, and Anna

WIG #1- By June 30, 2026, we will have added (3) new collections or formats, and (2) new digital resources to address the gap in underserved demographics.

Technology and Digital Services- Pat, Carol, and Anna

WIG #1- By June 30, 2026, we will identify at least (3) options available to ensure uninterrupted internet through the DCRL building.

Education Programs and Learning Resources- Jordan, Skye, and Lisa

WIG #1- We will continue existing educational programs and increase recurring programs for: Children from 4 to 5; Teens from 1 to 3; and Adults from 2 to 5 by 6/30/26.

Life Enrichment- Jordan, Skye, and Lisa

WIG # 1- We will continue existing life enrichment programs and increase recurring programs for: Children from 2 to 3; Teens from 1 to 3; Adults from 1 to 5 by 6/30/26.

Community Hub- Ken, Jane, and Cindy

WIG # 1- We will increase: Average daily visitors from 110 to 350; Increase program attendees from 2000 to 4000 per yr.; Increase school partnerships from 4 to 7; Increase community partnerships from 4 to 8; Increase meeting room usage from 120 to 1000 per yr. by 6/30/26.

Financial Sustainability- Ken, Jane and Cindy

WIG # 1- We will increase the number of funding sources from 7 to 12 by 6/30/26.

To do: Rick would like us to review our Core Values and adjust if necessary.

To do: Rick has asked the staff members who created the goals, to please monitor, measure, report on the progress of our goals to the Board at each meeting.

To do: Rick offered to meet and review the strategic plan with staff members in July (this will require a couple of meetings because of the different staff hours)

To do: All goals should be displayed

Old Business

Custodial services- Pat Young will continue to advertise and interview for custodial services. Some possibilities are hiring someone to work 25-30 hours a week or hiring a cleaning service. Rob Carey of Carey's Cleaning Service and Leanna Carroll's family are cleaning service companies that are interested in submitting proposals.

To do: Pat will contact Rob & Roxanne Carey's and Leanna Carroll's family for cleaning service proposals.

Security services-

To do: Pat will identify our needs for security and possible solutions for security and make recommendation to the Board.

Bylaw changes- Rick reviewed the recommended changes that Chris and Lincoln suggested. The changes were: 1. Changing the name from Duck Creek Regional Library to Duck Creek Regional Library, Inc. 2. Change Vision, Mission, Core Values, and Core Values Statements per Board motion #20250209-05. 3. Add proxy voting to Article V Section 1, paragraph F. from Board motion 20250313-05. 4. Recommend staggered terms for board members.

Motion was made by Ken Messer and seconded by Howell Wallace to approve the changes in DCRL bylaws.

Motion #20250611-03 was approved

New Business-

Terms of board members- Fiscal year ending June 30th

2026- Chris Hudson, Ken Messer, and Nelson Drew

2027- Howell Wallace and Rick Horsey

2028- Lincoln Willis and Lisa Torbert

Motion was made by Ken Messer and seconded by Howell Wallace to approve the terms of DCRL Board members.

Motion # 20250611-04 was approved.

Election of officer's Fiscal year 2025-2026- It was discussed and everyone agreed to keep the same officers as last year.

President- Rick Horsey

Vice- President- Howell Wallace

Secretary- Chris Hudson

Treasurer- Ken Messer

Motion was made by Howell Wallace and seconded by Ken Messer to approve the same slate of officers for FY 2025-2026 as was FY 2024-2025.

Motion # 20250611-05 was approved.

Contract approval from Waste Management- The contract price is \$254.75 per month for trash and recycle.

Motion was made by Howell Wallace and seconded by Ken Messer to approve the Waste Management contract for \$254.75 per month.

Motion # 20250611-06 was approved.

FYI- Delaware Community Foundation- Mike DePaulo will be our guest July 10, 2025

To do: Put Mike DePaulo on the July agenda.

FYI- Duck Creek Regional Library will rejoin American Library Association.

To do: Ask Dana to pay dues to ALA.

Insurance renewal- Howell Wallace

Should we get additional insurance on collections in Delaware Room?

To do: Pat will look over the Delaware Room collections and recommend to the Board by December how much additional insurance is needed.

Should we get additional insurance on contents? (Total contents limit is \$1,050,000. Collections account for \$350,000 and fixtures and furnishings \$700,000. The furniture cost was \$719,000 and that doesn't include technology that was furnished by DDL)

To do: Check with DDL and ask them if DCRL needs insurance for DDL equipment.

Next meeting- July 10, 2025

Adjournment-

Motion was made by Ken Messer and seconded by Howell Wallace to adjourn at 5:20.

Motion # 20250611-07 was approved.