

Duck Creek Regional Library
Board of Directors Meeting
22 South Main Street, Smyrna, DE
Website: <https://duckcreek.lib.de.us>
July 10, 2025 at 4 pm
Minutes

Welcome/Call to Order at 4:06 pm

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

Pledge of Allegiance- All

Opening Prayer- Nelson Drew

Recognition of Visitors- Kathy Messer, President of the Friends of Duck Creek, Mike DePaulo, Vice-President of Delaware Community Fund, and Pat Young DCRL Library Director

Guest Speaker- Mike DePaulo is from the Delaware Community Fund. He has been employed by DCF for 6 years. History- Funds were given by the Delaware Division of Libraries for libraries in Kent and Sussex Counties. It was the intent of DDL that each library would grow their fund balance to serve the needs of their library. DCF helps people with charitable giving, organizations with their endowment needs, and people who want to give money for specific purposes. Each public library was given \$2,000. The Smyrna Town Library has a balance of \$4,238 as of June 2025. No monies can be withdrawn until there is a minimum balance of \$10,000. Monies invested in DCF are not FDIC insured.

To do: Send DCF a paragraph about DCRL's strategic plan and a couple of portrait style photos of the interior and exterior of the building.

To do: Ask the Smyrna Town Manager to send a letter to Mike at DCF that states the Town of Smyrna Library was closed on March 31, 2025 and will not be reopening. Also, state the town library donated their collections to DCRL and to please transfer all funds to Duck Creek Regional Library.

Board member election- at our last meeting we discussed that Board member Lincoln Willis had not attended a meeting since October 2024 and has not been active in board correspondences. Rick called Lincoln prior to our meeting on June 11th and asked his intentions. Lincoln responded that he would be at the June 11th meeting. Lincoln never attended the meeting nor did he call after to let us know his intentions. The Board decided it was best to ask Lincoln to resign. Rick sent an email to Lincoln and copied Board members to let Lincoln know of our decision to ask him to resign. Rick asked Lincoln to please send us a letter of resignation. Lincoln agreed to send us a letter of resignation but did not. As of July 10, 2025, Board decided to elect Lisa Torbert to replace Lincoln Willis.

Motion was made by Howell Wallace and seconded by Ken Messer to elect Lisa Torbert as a Board member to replace Lincoln Willis.

Motion #20250710-01 was approved.

Minutes of June 11, 2025- Minutes were sent out prior to the meeting. There were no changes of additions to the minutes.

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

Motion # 20250710-02 was approved.

Financial Reports June 30, 2025- Financial reports were sent out prior to the meeting.

WSFS Checking Account	\$54,757.94
WSFS Money Market Account	\$176,086.77
Merrill Lynch Accounts Balance	\$396,793.05
Total all cash accounts	\$627,637.76

Financial reports- Budget to Actual, Balance Sheet, and Change in Net Assets

Motion was made by Lisa Torbert and seconded by Howell Wallace to approve the financial reports.

Motion #20250710-03 was approved.

Revised 2025-2026 Budget- Budget was sent out prior to our meeting.

Motion was made by Howell Wallace and seconded by Ken Messer to approve the 2025-2026 revised Budget.

Motion #20250710-04 was approved.

Approve Finance committee members Dana Wattay, Ken Messer, Barry Hudson, and Nelson Drew for FY 2025-2026.

To do: Finance committee will review, revise, and then make recommends to the Board for changes in the Internal Control Policy.

Motion was made by Lisa Torbert and seconded by Howell Wallace to approve committee members Dana Wattay, Ken Messer, Barry Hudson, and Nelson Drew to the Finance Committee for FY 2025-2026.

Motion #20250710-05 was approved.

Approval for 2023-2024 Accounting Review- Wattay Accounting Review was sent out prior to our meeting.

Motion was made by Howell Wallace and seconded by Lisa Torbert to approve the 2024 Wattay Accounting Review.

Motion #20250710-06 was approved.

FYI- Town of Smyrna breakdown of check not available.

FYI- Wattay Accounting starts bookkeeping service July 2025

FYI- Paychex time-off tracker status not available.

Library Director Report- Pat Young sent the director June report prior to our meeting. Report highlights: door count = 4,335; daily average 126; new patrons= 254; total number of programs= 26 Program attendance 528 and study room uses=77.

Pat stated in the last 30 days there were 5200 views on insta-gram and 56,324 views on Facebook. There were 286 users of WIFI (includes public computers).

Bill Wagner has mentioned that he and Betti-Lou may want to donate their house but would not want it resold but preserved. Everyone agreed that this would be difficult for DCRL to preserve.

Paul Mast has inquired about presenting a musical on Homelessness in the fall. This would be a fund raiser for DCRL. He also has written a book that he would like to lecture on.

Dicky Bailey inquired about presenting an art show.

These inquires would come under our life enrichment programs and would likely be ok.

To do: Pat will form a committee that will make a policy recommendation to the Board about programming and book sales.

DCRL has received a beautiful painting about Providence Creek.

To do: Pat will ask the painter to give us an appraisal for insurance.

Friends of Duck Creek Library Report- Kathy Messer stated the Friends will have their first book sale on July 15th as a fund raiser. Friend's website has changed and can be accessed from a link from the DCRL website.

Review of 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: Pat will provide us with goal scoreboards at our September meeting.

Old Business:

Custodial Services- Pat Young sent us two estimates for cleaning services. One from Intercoastal for \$3,398 per month and Carey's for \$2,750 per month. We will furnish cleaning supplies and equipment. There will be an additional charge for cleaning for special circumstances like after meetings, etc. We will be charged an hourly rate of \$65 and we will charge \$100 per hour for special circumstances.

Motion was made by Ken Messer and seconded by Howell Wallace to approve the Carey's Cleaning Service contract for \$2,750 per month.

Motion #20250710-07 was approved.

To do: Pat will contact Carey's about Board approval and purchasing the cleaning supplies and equipment. Contact Dana about setting up the account to pay monthly.

Security Services- Pat Young stated we need to have part-time security. The presence of a security guard gives staff and patrons a feeling of comfort.

To do: Pat will post a part-time security guard position and send it to board members.

New business:

Trash Container enclosure- Rick got two estimates. One from Pearce Fence that was \$8,698 and the second from Grasso's Fence Co. that was \$8,300. Grasso's estimate included (2) ballasts to protect the fence. The fence would be paid by the Friends.

Motion was made by Lisa Torbert and seconded by Ken Messer to approve the Grasso estimate for \$8,300.

Motion #20250710-08 was approved.

To do: Rick will contact Grasso to authorize the installation and have them make the invoice out to the Friends.

To do: Rick will contact Kay and Dana to let them know about the approval and request for funding.

Monthly Meeting Schedule 2025-2026- July, September, November, January, March, May and June.

FYI- Letter banning the use of DCRL Mi-fi hotspots Elymas A. Mason for six months was sent out prior to the meeting.

Amended Memorandum of Library Lease Agreement and Assignment of Lease Agreement. The Friends of Duck Creek signed an agreement of lease to build the library. Now that the

construction is complete, the Friends will turn over the building to the DCRL Operating Board. The Lease Agreement and the Assignment of Lease must be amended to change the lessor's name from the Friends of Duck Creek to Duck Creek Regional Library.

Motion was made by Howell Wallace and seconded by Ken Messer to approve DCRL signing the amended Memorandum of Lease Agreement and Assignment of Lease Agreement.

Motion #20250710-09 was approved.

To do: Rick and Kathy will contact Smyrna Town Manager Torrie James to sign the amended Memorandum of Lease Agreement and Assignment of Lease Agreement.

FYI- Insurance Renewal Update-

Building Value- \$9,500,000- Total project was more than that however that included permits, fees, engineers/architects, parking lot, and other infrastructure that would not need to be duplicated and is not insured. This value affords a construction cost of \$394 per sq. ft.

Contents limit Of \$1,050,000- This was based on fixtures and furnishings of \$700,000 and inventory of \$350,000 (collections, etc.) *This may need to increase?*

DDL has their own insurance on technology provided.

Delaware Collection Room will be valued separately in the fall by Pat.

Town of Smyrna is included as an additional insured as the landowner.

Merit Mechanical Maintenance Agreement – The HVAC system has a two-year warranty but does not include maintenance. The contractor, Merit Mechanical is offering a one-year maintenance agreement for the sum of \$15,840 to perform all maintenance.

Motion was made by Howell Wallace and seconded by Ken Messer to approve a one-year maintenance agreement for the sum of \$15,840.

Motion #20250710-010 was approved.

To do: Sign agreement, send to Merit Mechanical, and give them billing instructions for payment. Then send agreement to Wattay Accounting to set-up quarterly payments.

Executive Session:

Personnel Issues- Lisa and Pat sent out recommended policies to the personnel manual items were 4.5, 4.6, 4.7 and 8.3 for the Board to review.

To do- Lisa and Pat will recommend to the Board at the September meeting to adopt changes to the personnel manual.

Inspiration Room Rental- We will add the Inspiration room to our meeting room rates. The rate will be the same as the Rotary Meeting Room and will only be open during regular library hours.

Motion was made by Howell Wallace and seconded by Ken Messer to approve the Inspiration Room rate the same as the Rotary Meeting Room.

Next Meeting: September 11, 2025 at 3 pm

Adjournment- Motion was made by Ken Messer and seconded by Lisa Torbert to adjourn. Motion #20250710-011 was approved.