

Duck Creek Regional Library
Board of Directors
Minutes
July 11, 2024

Welcome- Rick Horsey

Attendance- Howell Wallace, Ken Messer, Lincoln Willis, Nelson Drew, and Rick Horsey

Recognition of Visitors- Kathy Messer and Kay Wheatley

Pledge of Allegiance- All

Opening Prayer- Rick Horsey

Minutes from June 13, 2024- Nelson Drew sent out minutes prior to the meeting. There were no changes to the minutes.

Motion was made to approve the minutes as presented by Ken Messer and seconded by Howell Wallace. Motion 20240711-01 was approved.

Financial Report- Ken Messer

- Checking account balance- as of June 30, 2024= \$95,399.50 (page 5)
- Money Market account balance- as of June 30, 2024= \$151,147.47 (page 6)
- Total account balances \$246, 546.97 per Ken's report (page 7-8)
Motion- Motion was made to approve the financial report by Howell Wallace and seconded by Ken Messer. Motion 20240711-02 was approved
Ken stated we will need (2) months of cash for personnel expenses at the end of next fiscal year because there will be a two-month lag in receiving Kent County funds in 2025.
- Discussion on the M&T money market account- M&T has decided they will only pay 1% interest on our Money Market account. Rick contacted Barbara Harris at WSFS. They pay 4.5% on Money Market accounts. We will check with other banks in the area.
To do: Rick will check on the interest on Money Market accounts at other banks.
- 2024-2025 Budget-
Kay informed us that Kent County Levy Court passed a bill that will increase the library tax. This will increase our revenue by approximately \$30,000 per year.
To do: Ken will increase Kent County revenue in the 2025 budget by \$30,000.
Howell is working on an insurance quote for the building once it is completed and will include workers compensation.
To do: Howell will send Ken the insurance quote for the 2025 budget when it's completed.
To do: Ken will update the 2025 budget after receiving the insurance quote.

Kent County requires us to have an annual accounting “Review” completed at the end of our fiscal year.

To do: Ken will contact Dana Wattay for the name of the accounting firm to do the accounting “Review”. Ken will contact the firm and have the accounting “Review” completed and will send to Susan at Kent County Levy Court.

To do: Kay suggested we send a letter to Susan Durham at Kent County Levy Court and inform them that DCRL will be using the library tax funds for personnel expenses (library director and other possible library positions) in the last half of 2024 and operational expenses in 2025.

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

The Annual Friends of Duck Creek Regional Library was well-attended and a big success.

Kay updated us on the construction progress. Construction is going well. Solar is running behind but we should be able to get a full grant from Energize Delaware for the cost of solar panels. Two contractors have bid on the projects. Waiting for estimates from contractors.

To do: Kay is waiting for solar bids and approval for solar grant.

Kay will be presenting two packages for fund raising opportunities to the Friends group this evening.

To do: Kay would like board members to give her names of people who she could contact for fund raising.

Kay is planning on giving elected officials a walk-through of the building in late November or December. Bob Blyman will let Kay know when the building is available for a walk-through.

Review of Vision, Mission, Core Values, and Core Purpose

Our Vision – We are committed to being the preferred destination for learning resources, valuable services, and inclusive meeting spaces, dedicated to enriching the lives of our community members.

Our Mission – We welcome people of all ages and background to an environment that inspires lifelong learning, honor our history through advocacy and by providing access to a diverse range of learning resources and services.

Our Core Values – Our core values are: inclusivity, professionalism, privacy, resource, stewardship, and equitable access. These core values underscore our commitment to our excellence, integrity, and inclusivity, guiding our actions and decisions as we serve our community’s diverse needs.

Our Core Purpose – We will serve as a community hub where people of all ages and backgrounds come together to access a diverse range of learning resources and services.

Old Business-

Ad-Hoc Committee report- Meeting was July 8, 2024 at Becker Morgan. Those in attendance from the Friends of Duck Creek and the Duck Creek Regional Library were Kathy Messer, Kay Wheatley, Lisa Torbert, Nelson Drew and Rick Horsey. Furniture selection has been completed. There was a FFE allowance of \$717,045 in the budget. Waiting on final estimate from Kim at J.P Jay.

American Library Association- The application was completed and credit card given to pay for dues. Non-profit membership is \$157 per year.

Social Media Update- (page 9)

Meeting with Mayor Johnson and Town Manager Torrie James. (page 10)

To do: Town manager will ask Town Council on July 15th to approve that all library collections, equipment and furnishings be given to DCRL when the town library closes.

To do: Town manager will ask Town Council on July 15th to approve that all State of Delaware funds that have not been expensed by the Town be given to DCRL for operational expenses in 2025.

To do: Town manager will ask Town Council in November 2024 to appropriate funds in the 2025 budget for DCRL

New Business-

There are two new tax laws taking effect January 1, 2025 that may impact payroll.

There is a Family Leave Act and Medical Leave Act.

To do: Ken will contact Dana for information.

Executive Session-

Personnel- The Town of Smyrna re-posted the Library Director position. There have been several applicants apply. Two applicants have been scheduled for interviews. The first interview is scheduled for July 11th at 1pm with Patricia Young. The second interview is with Mary Fran Daly and is scheduled for July 12th at 10am. (pages 11-15) The interview with Pat Young today went very well and we are looking forward to our interview tomorrow with Mary Fran Daly.

To do: Rick, Lisa, and Kay will keep the Board informed about the hiring of the library director. Board members agreed to use electronic means to vote if there was a recommendation for library director and for the transfer of a higher interest rate for the Money Market account from M&T Bank.

Next Meeting- August 8, 2024 at 4 pm

Adjournment- Motion was made by Nelson and seconded by Ken to adjourn. Motion 20240711-03. Motion was approved.