

Duck Creek Regional Library
Board of Directors Meeting
Smyrna Police Station- Community Room
August 8, 2024 at 4 pm
Minutes

Welcome- Rick Horsey

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

Recognition of Visitors- Kathy Messer and Barbara Davis

Pledge of Allegiance- All

Opening Prayer- Nelson Drew

Minutes from July 11, 2024-

Minutes were sent out prior to our meeting and there were no additions or changes.

Motion- Howell Wallace made a motion to approve the July 11, 2024 minutes and it was seconded by Ken Messer. Motion # 20240808-01 was approved.

Financial Report-

Checking account balance as of July 31, 2024= \$95,410.36

M&T Money Market account balance as of July 31, 2024= \$151,464.58

DCRL YTD Treasurer's Report as of July 31, 2024=\$246,874.94 (Note: Reserve applied is \$85,300)

Ken Messer presented the financial report as of July 31, 2024.

Motion- Howell Wallace made a motion to approve the financial report and it was seconded by Ken Messer. Motion #20240808-02 was approved.

2025 Revised Budget-

Ken Messer presented the 2024-2025 budget. Revenue from Kent County Library tax will increase by \$24,950 to a total of \$272,950. Ken gave us the value of a penny from his discussion with Susan Durham. The estimate for insurance expense will be approximately \$30,000. Total budget for revenue and expense will be \$519,100.

Motion- Howell Wallace made a motion to approve the 2024- 2025 and it was seconded by Ken Messer. Motion #20240808- 03 was approved.

Friends of Duck Creek Regional Library Report- Kathy Messer reviewed Friends Report that was included in our Board report.

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

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- Furniture selection complete waiting for final price.

Report about Town Council actions concerning DCRL-

Will Town Council approve giving library collections/furnishings to DCRL

Will Town Council approve that all state of Delaware funds that haven't been expensed by Town of Smyrna be given to DCRL in 2025?

Will Town Council approve to appropriate funds in their 2025 budget for DCRL?

To do: Rick will ask Town Council when it will be on the Town Council agenda.

Transfer of bank accounts from M&T to WSFS- Everyone agreed that we should move all the bank accounts from M&T to WSFS because M&T did not want to pay us a fair return on our money market account. Therefore, would someone please make a formal motion to approve move all bank accounts and credit card from M&T to WSFS?

Motion- Howell Wallace made a motion to approve the transfer of all accounts and credit card from M&T to WSFS and seconded by Lincoln Willis. Motion #20240808-04 was approved.

Insurance policy estimate for 2024- 2025:

Howell Wallace went over the insurance proposal for 2024-2025. The total insurance covers Commercial Package, Workers Compensation, Commercial Umbrella, Directors and Officers. Crime Coverage, Cyber Liability, and Sexual Abuse & Molestation coverages. The total amount is \$26,375. The only addition might be if the Town requires something as an additional insured.

Motion- Ken Messer made a motion to approve the Pratt insurance estimate of \$26,375 and it was seconded by Lincoln Willis. Motion #20240808- 05 was approved.

To do: Ken will make out a check for \$2,450 to Pratt Insurance for Workman's Comp.

New Business-

Strategic Planning Meeting- Rick went over the strategic planning process that we will review with Pat Young in September. If Pat, agrees with the process and timeline then we will proceed with the outline.

To do: Review strategic planning process with Pat Young in September.

Retirement Plan Presentation by Kathleen Hawkins of Merrill Lynch– September 12th

To do: Put Kathleen Hawkins early in the September agenda to review the Merrill Lynch Simple IRA for DCRL full-time employees.

New Family Leave Act- There are two Acts that into effect January 1, 2025. Howell went over one that goes into effect January 1, 2025. The state has a program that we have to sign up for in September or we can choose our own private program.

To do: Research the two Acts and determine what DCRL has to do and make recommendation to the Board.

Executive session-

Hiring of Library Director – Lisa reviewed the employment compensation and benefit package meeting we had with Pat Young.

Motion-Howell Wallace made a motion to approve the hiring of Patricia Young as DCRL Library Director and it was seconded by Lincoln Willis. Motion # 202408080-06 was approved.

To do: Follow up with Laura Willis about the employment contract for Pat Young. Make sure it doesn't include a non-compete clause.

Next Meeting- September 12, 2024 at 4 pm (Lincoln will not be available to meet at the September meeting.)

Adjournment- Motion was made by Ken Messer and seconded by Lincoln Willis to adjourn. Motion #202408080-07 was approved.