Duck Creek Regional Library
Board of Directors Meeting
Smyrna Fire Hall
Website: Duckcreeklibrary.weebly.com
October 10, 2024 at 4 pm
Minutes

Welcome- Rick Horsey

Attendance- Ken Messer, Lincoln Willis, Rick Horsey, Lisa Torbert and Nelson Drew. (Howell Wallace gave his written proxy to Lisa Torbert and Chris Hudson gave his written proxy to Nelson Drew)

Recognition of Visitors- Kay Wheatley, Pat Young, and Kathy Messer

Pledge of Allegiance- All

Opening Prayer- Nelson Drew

Minutes from September 12, 2024-
Minutes were sent out prior to our meeting.
Motion: Motion was made by Ken Messer and seconded by Lincoln Willis to approve the minutes as presented. Motion # 20241010-01 was approved.

Financial Report-

	M&T	WSFS
Checking account balance as of 9/30/24	$1,000.00	$124,517.41
Money Market account balance as of 9/30/24	$ 60.56	$150,907.20
Total each bank account	$1,060.56	$275,424.61

Motion: Motion was made by Lisa Torbert and seconded by Lincoln Willis to approve the financial report has presented. Motion #20241010-02 was approved.
Decision: We should maximize interest earned on funds by keeping only a 30-day cash fund balance in checking account.
Motion: Motion was made by Nelson Drew and seconded by Ken Messer to maintain an average monthly balance of 30-day expenses in our WSFS checking account. Motion #20241010-03 was approved.

Library Director Report- Pat Young sent out the Library Director report prior to the meeting. She highlighted the statewide technology outage and some steps that may help us in the future when there is another outage.
Pat contacted DDL for the development of our new DCRL website. The site will be up and running before the new DCRL is open.
Pat stated that the Town of Smyrna hired a part-time person who is working well with the current staff. All current staff except one plan to transfer to the new library.

To do: Pat would like the contact information for the person who designed the DCRL logo for DDL. Ken will send the contact information to Pat.
To do: Pat will contact Mayor Johnson to go over collections, furnishings, and technology that we would like transferred to the new library. Some of those furnishings include plaques and artwork.

Friends of Duck Creek Regional Library Report-
Kay stated that there has been many expensive change-orders suggested and we are not sure if they are necessary.
To do: Kay will request a meeting with Bob Blyman and Craig Williams to help us understand the suggested change-orders and what benefit they will have for DCRL. Then decide which are critical for operating.
Pat has discovered many of the original Town of Smyrna collections should be transferred to DCRL and preserved.
To do: Kay and Pat will apply for a Delaware 250 grant after the library is built to help with the expense of transferring and caring for the preservation of the original Town of Smyrna collections.
Kay explained that our solar system has been put on hold for an unspecified time because all permits have been put on hold by Energize Delaware, Drew Slater deseu.org. (302-883-3038)
To do: Kay is scheduling a meeting with Bob Blyman at RYJ for an estimate to have the building solar ready and have them manage the installation whenever the solar application has been approved by Energize Delaware.
To do: Board members all agreed that Kay should continue to pursue the solar system. To include the costs of overseeing the project (RYJ) with the solar system parts and labor costs in the grant application. No motion was made.
Kay explained that there are certain components that have optional extended warranties. She would like to know if she should pursue what the costs of those warranties would be.
To do: Kay will get a list of the extended warranty costs of the components that might be paid for by bond monies and let us know which she would recommend.
Kay stated that we will have a ribbon cutting ceremony after the Duck Creek Regional Library is opened. We should invite all those who have been instrumental in the construction and funding. Some legislators will not be in office but should be invited like Tom Carper.
Kay informed the members about Naming Opportunities. She has prepared two packages. One for gifts and donations. The second one for naming opportunities for the rooms and certain items.
To do: Board members were asked to provide Kay a list of potential donors.

Review of Vision, Mission, Core Values, and Core Purpose-
***Our Vison* – 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, honors our history, equips for an ever-changing future, and strengthens our

communities 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-

Kay stated that there are four dedication plaques to be installed in the new Library:

- **Mary Turner**
- **Friends of Duck Creek**
- **Elected Officials, DCRL Board Members**
- **Donor recognition**

To do: Kay will put on the Ad-Hoc committee agenda to finalize plans.

Town Council actions concerning DCRL-

What will happen to left-over funds from Delaware?

Will Town of Smyrna provide funding in 2025 for DCRL operations?

What will happen to the (3) designated funds that were given to Town library?

- **Kent County Library Grant $1,613.90**
- **Library Transition Fund $142,282.82**
- **Estate of Ena Kay Bomar $58,104.11**
- **Total (3) funds $202,003.13**

To do: Mayor is recommending that town Council approve transferring the three designated funds and left over State of Delaware funding to a separate Town of Smyrna account that will be transferred to DCRL when it is opened

Strategic Plan- SWOT survey is available online or paper. The Survey was sent out to the DCRL Board, Friends of Duck Creek, and the Town of Smyrna Library staff.

To do: We will summarize the survey after October 18th and use the survey results to develop goals and strategies.

Construction Site Visit- Date is October 16, 2024 at 3:45 pm

New Business-

Existing Town of Smyrna Library Plaques- Pat Young stated that there are a lot of plaques in the Town library that we will not want to display in the new library.

To do: Pat will bring a list of recommended plaques that she feels should be displayed at DCRL.

Snow removal on sidewalks, parking spots and driveway will be DCRL responsibility. We have one estimate from F.B.S. Construction LLC and it was discussed to get at least one more.

To do: We will seek to find another contractor for an estimate. Lincoln will check with Jeff Spiegelman and Lisa will check with Bill Torbert if they know of a contractor for snow removal.

FYI- Construction Update Letter to Town of Smyrna.

Executive session-

Motion: Motion was made by Ken Messer and seconded by Lincoln Willis to go into Executive session. Motion #20241010-04 was approved.

Personnel Policy Committee Report- Lisa stated that she met with Pat, Lincoln, and Rick to discuss hiring staff. Currently we have (2) full-time and (6) part-time staff members. We will need to hire (3) full-time and (3) part-time staff members.

To do: We will advertise the positions the first of December. Interview applicants the first of January and tentative start dates the first of February.

To do: We will update the job descriptions for each position prior to posting.

To do: Ken will provide the Personnel Committee with the budget amount for personnel expenses.

Employment contract- Library Director

To do: Lincoln will draft an employment contract for Pat Young.

Family Leave Act seminar October 17th – Ken Messer signed-up

Motion: Motion was made by Ken Messer and seconded by Lincoln Willis to go out of Executive Session. Motion #20241010-05 was approved.

There was a discussion about the "Simple IRA" retirement plan that was presented by Kathleen Hawkins of Merrill Lynch at the September 12, 2024 meeting.

Motion: Motion was made by Ken Messer and seconded by Lisa Torbert to contract with Kathleen Hawkins of Merrill Lynch a "Simple IRA" retirement plan. Motion #20241010-06 was approved.

To do: Rick will contact Kathleen Hawkins and ask for the contract for the "Simple IRA" retirement plan for DCRL employees.

Rick stated the contractor RYJ has now pushed back the finish date for the library until the end of January 2025. This is after Rick recommended to the Mayor and Town Manager in July that they close the old library on December 31, 2024. The town prepared a budget knowing that they would not have expenses after December 31st. Since they have not budgeted for the expenses, we are recommending to the DCRL Board that DCRL pay the operating expenses starting January 2025. The town would keep their library open until the end of January. This would mean that full time and part-time employees would receive the DCRL pay rate based on what we have budgeted in January 2025.

Motion: Motion was made by Ken Messer and seconded by Lisa Torbert to pay the Town of Smyrna Library personnel costs starting January 1, 2025. Motion was 20241010-07 approved.

Next Meeting: November 7, 2024

Adjournment- Motion was made by Lisa Torbert and seconded by Lincoln Willis to adjourn. Motion #20241010-08 was approved.