

Duck Creek Regional Library
Board of Directors Meeting
22 S. Main Street, Smyrna, DE 19977
Website: <https://duckcreek.lib.de.us>
September 11, 2025 at 3 pm

Minutes

Welcome/Call to Order- Meeting called to order at 3:04 pm by Rick Horsey

Attendance- Ken Messer, Lisa Torbert, Nelson Drew (Chris Hudson gave his proxy vote to Nelson Drew)

Pledge of Allegiance- All

Opening Prayer- Nelson Drew

Recognition of Visitors- Kathy Messer, Leanna Carroll, and Dana Wattay

Minutes of July 10, 2025- Minutes were sent out prior to the meeting. There were no changes or additions to the minutes.

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

Motion #20250911-01 was approved.

Financial Reports July & August- The financial reports were sent out prior to the meeting.

Bank Accounts-	July	August	Change
WSFS Checking Account	\$9,186.40	\$10,013.06	
WSFS Money Market Account	\$237,794.12	\$206,484.73	
Merrill Lynch Account	\$212,124.62	\$212,800.29	
Merrill Lynch Account	\$115,564.21	\$115,849.00	
Total All Cash Accounts	\$574,669.35	\$545,147.08	<\$29,522.27>

Financial Reports- Dana Wattay provided an adjusted balance of \$544,051 after outstanding expenses. Angela from Wattay Accounting sent the Balance Sheet and Change in Net Assets prior to the meeting. Ken Messer provided a Budget to Actual report as of July and August 2025. Ken will email members a copy of the report.

Motion was made by Nelson Drew and seconded by Lisa Torbert to approve the financial reports.

Motion #20250911-02 was approved.

Revised FY 2025-2026 Budget- Revised budget was sent to Board members after 7/10/25 board meeting.

Motion was made electronically by Chris Hudson and seconded by Lisa Torbert to approved revised FY 2025-2026 budget.

Motion #20250714-03 was approved unanimously.

Internal Control Policies- The Internal Control Policies were sent out prior to the meeting. Ken Messer explained the changes in the policies.

Motion was made by Lisa Torbert and seconded by Nelson Drew to approve the changes.

Motion #20250911-04 was approved.

Accounting "Review" FY 2024-2025- Dana Wattay stated that the "Review" is in process and that there will be some changes to the FY 2024-2025 statements relating to Fixed Assets. Dana will be working with RYJ to determine the assets and how much they will be depreciated. The accounting "Review" will be done in approximately 60 days.

To do: Dana will follow-up with RYJ and send Ken a list of items they need for the Review.

Paychex time-off tracker status.

To do: Leanna will check with Paychex to find out when time-off tracker is available.

Library Director Report- Leanna reviewed the report that was sent out prior to the meeting. Leanna explained that DCRL is being given a piano. It will need to be moved from Wilmington, DE. and it will need to be tuned.

We are having a problem with a neighbor on the north side. He came in last week and started cursing the staff about someone who ran over his lawn. Leanna filed a police report. Kathy stated last week he was complaining that the caterer was blocking his driveway. Ken and Leanna explained that we are not utilizing the SMART TV's because we don't know how to use them.

To do: Lisa will find out who tunes the piano at Asbury UMC and let Leanna know.

To do: Rick will find out from the town if it is ok, if caterers leave their vehicles parked at the dead end on our street as long as we don't block the neighbor's driveway.

To do: Leanna will investigate who can provide Smart TV training. She will check first with other libraries. If they can't help then she will check with DDL.

Friends of Duck Creek Library Report- Kathy reviewed the report that was sent out prior to the meeting.

Kathy told us the Townsend Ladies Aux. put on a tea party to benefit DCRL. It was huge success with over 100 people in attendance.

To do: Kathy will have the name of the county added on the Friend's membership application so we know how many members live in New Castle County.

Review of Vision, Mission, Core Values, Core Purpose and Goals- Rick reviewed the Vision, Mission, Core Values and Core Purpose. Leanna handled out a report on the goals.

To do: Leanna will present the WIG scoreboards at the next meeting

To do: Ken will send Leanna the scoreboards for Community Hub and Financial Stability

Old Business-

Town of Smyrna- Breakdown of transferred designated library and grants.

To do: keep following -up with the town to get the breakdown.

Security Services-

To do- Nelson will check with Chief Donner to see if Smyrna P/D will have police presence when library staff leaves the building when it's dark. Also, just drive by at night for security.

Programming and Book Sale Policy-

To do- Leanna will check to see what Pat had started on the policies.

Amended Memorandum of Lease Agreement and Assignment of Lease Agreement-

To do: Rick will check with town solicitor Barrett Edwards to find out the status of the town signing the agreement.

New Business-

Appointment of Interim Library Director- Leanna Carroll

Motion was made by Ken Messer and seconded by Lisa Torbert to approve the appointment of Leanna Carroll as interim library director.

Motion #20250911- 05 was approved.

To do: Rick will send the appointment of Leanna Carroll as Interim Library Director to KCC, NCC, and DDL.

Volunteer Liability Waiver and Agreement- The agreement was sent prior to the meeting. It was drafted from a copy that was used by the Town of Smyrna and reviewed by attorney, Brian Riggins.

Motion was made by Lisa Torbert and seconded by Ken Messer to approve the agreement as presented.

Motion #20250911-06 was approved.

To do: Rick will send the Volunteer Liability Wavier and Agreement to Leanna to use for new volunteers and to all Board Members.

Revise Meeting Room Policy- The revised Meeting Room Policy was sent out prior to the meeting. Lisa made one suggestion to the revised policy. It was to change the word "like" to e.g. Bullet #15 would read, "Groups and organizations are responsible for adhering to all government laws and regulations including but not limited to gaming permits, (e.g. bingo, raffles, etc.). Required government permits must be provided to the library with approved contracts."

Motion was made by Ken Messer and seconded by Nelson Drew to approve the revised Meeting Room Policy.

Motion #20250911-07 was approved.

To do: Rick will revise the Meeting Room Policy and send to Leanna for the website and all Board members.

FYI- Main Entrance Sliding Doors have had many problems and we may need to make a design change in the future.

Executive Session

Personnel Policy Manual- Lisa Torbert

To do: Lisa will work with the new Library Director to complete the Personnel Manual.

Discussion to fill vacant Library At-large Board Seats- Pat Young and Debbie Wicks (FYI- According to our Bylaws- The DCRL Board members must reside in the Smyrna School District. At-large members do not have to live in the district because they have no voting rights.)

Motion was made by Lisa Torbert and seconded by Ken Messer to approve Pat Young and Debbie Wicks to the Board Delegates.

Motion #20250911-08 was approved.

Time-line for hiring new library director- Lisa Torbert stated we needed to make a change in the timeline. There have been (59) applicants and there are several who are qualified. We will set-up interviews by September 26th and schedule interviews on October 8 & 9th. Interviews will be at the library. Board members are encouraged to participate in the interviews.

New Castle County- Wants the Fiscal Year 2026-2027 budget submitted by the end of September 2025.

Next meeting- Change date from November 13, 2025 to November 6, 2025

Adjournment- Motion was made to adjourn by Ken Messer and seconded by Nelson Drew. Motion # 20250911-09 was approved.