

Duck Creek Regional Library  
Board of Directors Meeting  
22 South Main Street, Smyrna, DE  
Website: <https://duckcreek.lib.de.us>  
November 6, 2025 at 3 pm

Minutes

Welcome/Call to Order/Attendance- Ken Messer, Debbie Wicks, Lisa Torbert, Rick Horsey, Nelson Drew (Zoom), and Chris Hudson

Pledge of Allegiance- All

Opening Prayer- Rick Horsey

Recognition of Visitors- Joanne Masten, Leanna Carroll, Ercia Jones Wilson, Regina Brown, Dana Wattay, Angela Ceballos, Kay Wheatley, and Rita Puriefoy.

Minutes of September 11, 2025- Minutes were sent out prior to the meeting. There were no corrections or additions to the minutes.

**Motion was made by Ken Messer and seconded by Lisa Torbert to approve the minutes as presented. Motion #20251106-01 was approved.**

Financial Reports- September & October 2025- Financial reports were sent out prior to the meeting. Ken Messer explained the financial reports. There were no changes or additions to the financial reports.

<u>Bank Accounts-</u>	September	October
WSFS Checking Account	\$45,386.64	\$33,226.24
WSFS Money Market Account	\$167,008.37	\$217,580.44
Merrill Lynch Account	\$115,985.21	\$273,834.77
Merrill Lynch Account	\$212,937.36	\$383,860.54
Total All Cash Accounts	\$541,317.58	\$908,501.99

Financial Reports- Statement of Financial Position, Statement of Activity, Budget to Actual, and Cash Flow prior to the meeting.

**Motion was made by Lisa Torbert and seconded by Ken Messer to approve the financial reports as presented. Motion #20251106-02 was approved.**

Accounting Review FY 2024-2025 status report- Dana stated they need a copy of the retirement plan documents for the Simple IRA from Merrill Lynch.

**To do: Send Simple IRA plan document to Wattay Accounting.**

Interim Library Director Report- Leanna Carroll reviewed her report for library usage, purchases and income.

Friends of Duck Creek Library Report- Kay reported that the Friends are waiting for the final bills from the library construction and are in the final stages of the Capital Campaign. The campaign ends December 31, 2025. After, the bills are paid and Capital Campaign ends then

the Friends will be able to let us know the amount of financial support available for future operations. Kathy reported that their Friend's Board completed their Strategic plan and will be presented to the board at their next meeting. Kathy visited the Lewes library and discussed the ways that their Friends group operated their store and other operational opportunities. Kathy reported that the Townsend Women's Club had a fund raiser in September that raised \$5,000 for DCRL.

**To do: Ercia and the staff will make a list of items they would like to have that would enhance library operations for staff and patrons.**

**To do: Kay will report back to the DCRL Board after December to let us know the amount of financial support that will be available for future operations.**

**Review of Vision, Mission, Core Values, Core Purpose, and Goals-** Rick reviewed the Vision, Mission, Core Values and Core Purpose. Leanna and Ken updated the board on Wildly Important Goals. All the goals are on track for completion as of October 2025.

### **Old Business**

Town of Smyrna- Breakdown of transferred designated library funds and grants  
Security at the Library- Smyrna police Chief Donner said they would try to have a patrol car outside the library at closing time for security of staff exiting the building.  
Programming and Book Sale Policy- To be completed by Erica and staff at a later date  
Amended Memorandum of Lease Agreement and Assignment of Lease Agreement- Signed by Mayor Gott, Kathy Messer and Rick Horsey on October 3, 2025.

**To do: Check with Smyrna police chief to see if the officers have been patrolling.**

**To do: Rick will contact the Electric department about the street light that is out.**

### **New Business**

Snow Removal Contract- Rick reviewed Austin's Lawn Care snow contract. It is the same contract terms as last year. There were no questions or comments.

**Motion was made by Ken Messer and seconded by Lisa Torbert to approve Austin's snow removal contract. Motion #20251106-03 was approved.**

Bulletin Board Policy- Leanna Carroll went over the recommended Bulletin Board policy. The policy gives the Library Director the flexibility to accept or decline bulletins that violates policy. There was a recommendation that we add the date of one week in the policy that the bulletin had to be received by staff prior to posting.

**Motion was made by Ken Messer and seconded by Debbie Wicks to approve the Bulletin Board Policy adding the bulletin had to be received by staff one week prior to posting. Motion #20251106-04 was approved.**

Library Director Job Post- Reimbursement of \$495 for job posting on Indeed. Rick stated that the job was posted on Indeed and was asking for \$495 as reimbursement for the posting.

**Motion was made by Debbie Wicks and seconded by Lisa Torbert to approve reimbursement for the Indeed job posting. Motion #20251106-05 was approved.**

## Executive Session-

### Personnel Updates

Library Director- Hiring Erica Jones Wilson as Library Director and promoting Jordan Ranger as Co-Assistant Library Director with Leanna Carroll was approved electronically on 10.8.25.

**Electronic motion was made by Chris Hudson and seconded by Ken Messer to approve Erica Jones Wilson as the new Library Director and to promote Jordan Ranger as Co-Assistant Library Director with Leanna Carroll not to exceed \$3,000 from the operating budget.**

**Motion # 20251008-01 was electronically approved.**

Family Leave Act- Information about the family leave act was sent prior to the board meeting. Ken and Dana reviewed the regulations for FLA. After discussion, Ken made a recommendation to register all full-time and part-time employees in FLA, have DCRL pay for the benefit, and have Paychex administer the plan.

**Motion was made by Lisa Torbert and seconded by Ken Messer to register all full and part-time employees in FLA and pay for the benefit to all qualified employees. Motion #20251106-06 was approved.**

Howell Wallace has resigned from the DCRL Board effective 11/3/25. It was discussed and suggested that we offer the board position first to Nelson Drew. If Drew cannot accept the position, then we would offer the position to Debbie Wicks. After the Board decides who will be appointed to the Board then we will appoint a new Vice-President.

**To do: Rick will speak with Nelson Drew and offer him a seat on the Board. If Nelson cannot accept the position, then it will be offered to Debbie Wicks. Rick asked all Board members to let us know if they know of anyone who lives in Smyrna and would be qualified to serve as a member at-large. We would like to have at least (2) at-large delegates.**

**To do: Schedule the strategic plan update in March 2026.**

Next Meeting- January 8, 2026

Adjournment- **Motion was made by Ken Messer and seconded by Chris Hudson to adjourn the meeting. Motion #20251106-07 was approved.**

