

Duck Creek Regional Library, Inc.
Board of Directors Meeting
22 S. Main St., Smyrna, DE 19977
Website: <https://duckcreek.lib.de.us>

March 12, 2026

Minutes

Welcome/Attendance-

PRESENT - President Rick Horsey, Debbie Wicks, Treasurer Ken Messer, Secretary Chris Hudson, Board Member Nelson Drew (Proxy for Lisa), Library Director Erica Jones-Wilson
ABSENT – Lisa Torbert (Gave proxy to Nelson)
Friends of DCRL – Kathy Messer

Pledge of Allegiance – Rick

Opening Prayer - Rick

Recognition of Visitors - Rick

Kathy Messer, President of the Friends of DCRL
Erica Jones-Wilson, Library Director DCRL

Minutes of January 8, 2026- Minutes were sent out prior to meeting.

Motion 20260312-01 – Motion made by Debbie and seconded by Ken. MOTION PASSED

Financial Reports- Reports sent prior to meeting.

Bank Accounts-	January	February
WSFS Checking Account	\$43,096.53	\$52,866.32
WSFS Money Market Account	\$184,021.63	\$134,385.89
Merrill Lynch Account #02298	\$291,019.09	\$291,264.70
Merrill Lynch Account #02299	\$301,004.31	\$301,497.98
Total All Cash Accounts	\$819,141.56	\$780,014.89

Financial Reports- Statement of Financial Position, Statement of Activity, and Budget to Actual.

Motion 20260312-02 – Motion made by Chris and seconded by Debbie to approve financial reports. MOTION PASSED

Reviewed Financial Statements- FY July 1, 2024 - June 30, 2025, Statements were sent under separate attachment

Motion 20260312-03 – Motion made by Debbie and seconded by Chris to approve the “Reviewed FY 2024-2025 Financial statement. MOTION PASSED

To do: Rick will send the approved FY 2024-2025 “Reviewed” Financial statements to KCC, NCC, and DDL.

Capital Reserve Policy- Recommendation to set-up capital reserve fund that would ladder CDs over a 5-year period with the ability to add corporate bonds if the yield environment makes sense. Policy was sent out prior to the meeting.

Motion 20260312-04 – Motion to approve setting up Capital Reserve Fund with Merrill Lynch that would ladder CDs over a 5-year period with the ability to add corporate bonds if the yield makes sense was made by Chris and seconded by Nelson. (this excludes Blackrock and add \$10K for 1st year CD (\$20K+ total) MOTION PASSED

To do: Ken will contact Merrill Lynch and set-up the Capital Reserve Account

Library Director Report- Erica reviewed the Usage statistics, Passive programs, financial report, and library updates. Library standards funding will be reduced in 2026-2027 by 13.22% or \$21,425 because of how funding is calculated. The Delaware Division of Libraries is aware that the formula is not fair and is asking for change. Our funding will be \$140,661.

To do: Members and staff are asked to contact our local legislators to ask their support for changing the Delaware funding formula for libraries.

To do: Erica will invite Board and Friends members, state legislators, Council of Libraries members, and Town Mayor to a meeting on 4/2/26 at 10 am with Lisa Blount Rochester who will be discussing the importance of ARPA funding and how it has helped build the new library.

To do: Erica is recommending a change in operational hours based on data analysis of foot traffic, hot spot checks, study room usage, days of the week, and IP usage. Erica will speak with staff about the changes. Recommended new hours are Monday- 9-5; Tuesday 11-8; Wednesday 9-5; Thursday 11-8; Friday 10-6; and Saturday 10-3.

Friends of Duck Creek Library- Kathy reviewed the Friends report. Highlights were the plaques for the donations for the rooms and donor wall. There are extra upgrades to the interior of the library like the frosting and tinting of windows, murals in the children and teen rooms. Delaware millwork is custom building a landscaping display of wooden trees in the teen area and installing screening on the outside of the building that will hide the utility boxes. Rick thanked Kathy and the Friends organization for investing additional funds of over \$83,000 in the beauty of the library. Kathy said this is the “icing on the cake.”

To do: Friends meeting was canceled tonight and rescheduled for 3/19/26

Review Revised Vision, Mission, Core Values, and Core Purpose- Tabled

To do: We will hold a meeting to review and revise Vision, Mission, Core Values, and Core Purpose on April 30, 2026, at 1-3 pm.

To do: Erica will invite Leanna Carroll

To do: Rick will send out the current and recommended revisions

Review Strategic Goals- Tabled

Old Business-

Electronic Votes- Increase Collection Budget \$20K approved

Strategic Planning Meeting- April 1, 2026, from 1-4pm

To do: Rick will send the existing SWOT and Future Assumptions to participants prior to the meeting. Participants will be asked to cross out anything that no longer applies and add any new information.

To do: Rick will send out the *revised* SWOT's and Future Assumptions prior to the April 1, 2026, meeting.

New Business- Erica recommended that the Board promote Ana Winder to a full-time employee in the capacity of Teen Program Coordinator with benefits at a salary of \$45,000.

Motion 20260312-05 – Motion made by Debbie and seconded by Ken to offer Ana Winder a full-time position as Teen Program Coordinator for a salary of \$45,000 plus benefits. MOTION PASSED

Ana was invited into the board meeting by Erica and accepted the position.

Executive Session-

Election of At-Large members- Laura Willis and Marnie Kinsey Pages 22-23

Motion 20260312-06 - Motion made by Ken and seconded by Chris to approve the addition of Laura Willis and Marnie Kinsey as At-Large members of DCRL Board.

MOTION PASSED

To do: Rick will contact Laura Willis and Marnie Kinsey and ask them if they will accept the At-Large Membership positions.

Personnel Manual- separate attachment

Tabling this to a future meeting- May 14, 2026

Next Meeting- May 14, 2026

Adjournment-

Motion 20260312-07 - Motion made by Ken motion and seconded by Rick. MOTION PASSED 5:20pm