Duck Creek Regional Library
Board of Directors Meeting
22 South Main Street, Smyrna, DE
Website: https://duckcreek.lib.de.us
June 11, 2026
Minutes

Attendance- Lisa Torbert, Ken Messer, Debbie Wicks, Rick Horsey, Vicki Ford, and Laura Willis

Pledge of Allegiance- All

Opening Prayer- Nelson Drew

Recognition of Visitors- Erica Jones Wilson and Kathy Messer

Minutes of May 14, 2026- Minutes were sent out prior to the meeting.
Motion was made by Ken Messer and seconded by Lisa Torbert to approve the minutes.
Motion #20260611-01 was approved.

Financial reports- Financial reports were sent out prior to the meeting.

Bank Accounts	May
WSFS Checking Account	$45,259.64
WSFS Money Market Account	$140,699.73
Merrill Lynch Account #02298	$287,781.74
Merrill Lynch Account #02299	$288,384.88
Merrill Lynch Account #02305	$61,199.62
Total All Cash Accounts	$823,325.37

Financial reports- Statement of Financial Position, Statement of Activity, and Budget to Actual (separate email)
Motion was made by Lisa Torbert and seconded by Debbie Wicks to approve the financial reports.
Motion #20260611-02 was approved.

Library Director Report- Erica reviewed the library director report that was sent out prior to the meeting.
To do: Board members and friends sign up for the summer reading program.

Friends of Duck Creek Library- Kathy Messer reviewed the Friend's report that was sent out prior to the meeting. There was a meeting between DCRL & Friends. After the discussion the following motion was made.
Motion was made by Ken Messer and seconded by Lisa Torbert to approve all fundraising monies that DCRL raises will go to the Friends.
Motion #20260611-03 was approved.

<u>Review of Vision, Mission, Core Values, and Core Purpose</u>- Rick reviewed changes to the Vision, Mission, and Core Values based on the recommendations of the June 5, 2026.
Motion was made by Ken Messer and seconded by Lisa Torbert to approve the recommendations of the strategic planning committee. The new Vision, Mission, and Core Values will read:
<u>Vision-</u> *Inspiring lifelong learning for every community member.*
<u>Mission-</u> *Duck Creek Regional Library empowers, connects, and enriches the community by providing equitable access to spaces, programs, and trusted resources that encourage learning and inspire curiosity.*
<u>Core Values</u>- We value:

- ***Inclusivity***
- ***Diversity***
- ***Professionalism***
- ***Collaboration***
- ***Safety***
- ***Stewardship of Resources***
- ***Financial Accountability & Sustainability***

Motion #20260611-04 was approved.
To do: Laura will update the Bylaws
To do: Erica, please post the Bylaws and the new Vision, Mission, and Core Values Statement after Laura updates the Bylaws

<u>Review Strategic Goals</u>- Erica reviewed the FY 2025-2026 strategic goals.

<u>Old Business:</u>
FY 2025- 2026 budget ends June 30, 2026 Ken reviewed the proposed FY 2026-2027 budget
Motion was made by Debbie Wicks and seconded by Lisa Torbert to approve the FY 2026-2027 budget.
Motion # 20260611-05 was approved.
To do: Rick will send approved budget to Dana and Angela at Wattay Accounting
To do: Rick will send approved budget to Kent County Levy Court, New Castle County, and DDL.

<u>Travel Policy</u>- Travel policy recommendation was sent out prior to the meeting. Lisa reviewed the recommended policy with the board.
Motion was made by 20260611-06 was made by Lisa Torbert and seconded by Ken Messer to approve the travel policy.
Motion #20260611-06 was approved.
To do: Lisa will add the Travel Policy to our Personnel Manual.

<u>New Business</u>:
Review of DCRL Policies- Policies were sent out prior to the meeting. After discussion the following change was recommended to the Acceptable Behavior Policy bullet #3 to read "Any

activity that is inconsistent with normal library purposes is not permitted. Some examples include bathing, ~~excessive periods of~~ sleeping, or panhandling." Remove the words "excessive periods of."

Motion was made by Ken Messer and seconded by Debbie Wicks to approve the removal of the words "excessive periods of" from bullet #3 in the Acceptable Behavior Policy.
Motion #20260611-07 was approved.
To do: Erica, please update Acceptable Behavior Policy.

Approval for Faw, Casson & Co. to perform FY 2025-2026 "Review"
To do: Rick will put on July Board agenda.

Official Board Documents- It was discussed that we should put of our official DCRL documents in a secure location.
To do: Erica, please research and make recommendation to the board for a secure location of DCRL official documents.
To do: Erica, please make a list of official documents for the secure location.

Bylaws-
To do: Rick will research to determine if the state of Delaware requires us to contact any state agency if we make changes to our Bylaws. (Rick researched and found that Delaware does not require us to notify any state agency if we make changes to our bylaws)

Board Seat Election for FY 2026-2027 to fill vacancy of Chris Hudson & Ken Messer-
Candidates- Laura Willis, Nelson Drew, Marnie Kinsey, and Vicki Ford.
Motion was made by Debbie Wicks and seconded by Ken Messer to approve Laura Willis and Vicki Ford to the DCRL Board of Directors for FY 2026-2027.
Motion #20260611-08 was approved.
To do: Board members are asked to please go to WSFS to sign checking account authorization signature card.

Officer Elections FY 2026-2027- After discussion the following officers were elected to officer positions for FY 2026-2027.
Motion was made by Ken Messer and seconded by Debbie Wicks to approve the following officers for FY 2026-2027:
Rick Horsey-President
Lisa Torbert- Vice-President
Laura Willis- Secretary
Victoria Ford- Treasurer
Motion #20260611-09 was approved.
To do: Erica, please update DCRL website with new board members and officers.

Terms of board members- There was discussion about the length of time for board member term in the Bylaws. Currently, board members serve five (5) year terms and may be

reappointed for a second term. It was the consensus of the board members present that five (5) years is a long commitment. Members felt that three (3) years terms were long enough.
Motion was made by Debbie Wicks and seconded by Lisa Torbert to change the terms of board member service in the Bylaws from five (5) years to three (3) years.
Motion #20260611-10 was approved.

Next Meeting- July 9, 2026 at 3:30 pm

Adjournment