Dover Public Library Advisory Commission

September 19, 2023, 11:00AM, 2nd Floor Conference Room

MINUTES

Attending: Assistant Library Director, Audrey Avery; President, Zach Carter; Admin Assistant, Karen DeMarco; Jaclyn Hale; City Manager, Dave Hugg; Jill Street

Absent: Council Liaison, Fred Neil

Call to order: Zach Carter called the meeting to order at 11:02AM.

Minutes of July 18, 2023: Dave Hugg made a motion to accept the minutes as submitted; Jaclyn Hale seconded the motion. All were in favor, motion passed.

Old Business:

A . Statistics – Passport revenue & customers were down some in July as well as new registrations compared to last year. Electronic materials, registered users and visitors have all increased.

B . Staffing Status – Courtni Suber was promoted from a part-time Library Page to a part-time Library Clerk in the Circulation department. Alan Stokes and Kevin Newsom were recently hired as part-time Library Pages. The hiring committee has recommended Elizabeth Miller to be re-hired as a Librarian I, primarily working in Teen Services. Elizabeth has been a librarian at the Rehoboth Public Library for the past year focusing on Children & Teen Services. She has also stepped in, from time to time, as the acting Assistant Director. Elizabeth received her Masters in Library Science while working part-time at Dover Library as a Library Assistant, she then moved on to a full-time Librarian position at Rehoboth Public Library.

Approximately 60 applications have come in for the part-time Passport Clerk position and are currently under review. A couple of applicants have been invited to interview next week. Zach asked if the passport office will extend their hours with the addition of a third clerk. Audrey said yes we be should be able expand above the current 18 hours per week. Once these positions are filled the library will be fully staffed.

C. Security – Since our last Advisory Commission meeting in July, there have been 6 incident reports. Two people were asked to leave the building for sleeping; one stolen bicycle; one ambulance call. Two people were asked to not bring weapons into the building. There was some confusion about personal knives, specifically the length. Two women were also asked to leave for potential drug use in the restroom.

Jill alerted security about a car alarm sounding when she came in this morning. She felt as if the guard was disinterested. Jill asked if we do anything about alarms going off. Audrey said this happens frequently and the guards should be doing rounds outside and can also see the parking lot on the cameras. She will check with

the guard after the meeting. Audrey also mentioned that we refrain from making public announcements unless it is an emergency. Jill asked if any decision was made to employee a second security guard. Dave said it had been decided that there really was not enough of demand for another guard on a permanent basis. The library currently has one security guard during all library hours.

D . Council on Libraries Report – At the August meeting, Diana Brown pointed out that multiple libraries in New Castle County meet the size standard to be considered as anchor libraries and that the size of the facility is no longer a sensible criteria for receiving the $50,000 anchor library funds. The COL is going to revisit this issue over the winter and decide if they will redefine what anchor status is in respect to the $50,000. There is currently one anchor library in each county in Delaware

E . The Friends of Dover Library Report – No report.

F . Dover Library Foundation Report – The Foundation has not met since the last Advisory Commission meeting.

G. Kent County Levy Court Report: Library Tax Districts – The County has still not provided an estimate on revenue or any documentation on the formation of a board to set the tax rate for FY2025. Zach asked if we have received any money under the new program yet; Audrey said it sounds like they are still getting things set up. The last reciprocal borrowing check that Dover Library received was in April 2023 for the FY2023 4th quarter in the amount of $40,099.80.

New Business:

No new business.

Other:

Jill is enjoying the New Zealand Pen Pal program. Delaware Libraries have set up a pen pal program with Wellington City Libraries in New Zealand. Participants are matched with a pen pal and given their name and some basic information about them. Letters are dropped off and delivered to the Kent County Library for safety and simplicity. The program is open to adults, teens and youth ages 6 and up.

Jill made a motion to adjourn at 11:30am. All were in favor; motion passed.

Next meeting: November 28, 2023