Dover Public Library Advisory Commission

January 16, 2024, 11:00AM, 2nd Floor Conference Room

MINUTES

Attending: President, Zach Carter; Admin Assistant, Karen DeMarco; Jaclyn Hale; City Manager, Dave Hugg; Council Liaison, Fred Neil; Library Director, Brian Sylvester

Absent: Jill Street

Call to order: Zach Carter called the meeting to order at 11:07AM.

Minutes of November 28, 2023: Fred Neil made a motion to accept the minutes as submitted; Dave Hugg seconded the motion. All were in favor, motion passed.

Old Business:

A . Statistics – Brian Sylvester reviewed the October & November statistics. Passport hours will increase and revenue is anticipated to pick up in the next month or two after the new passport clerks are fully trained. No big changes in circulation or number of registrations. Fewer programs in December due to holidays. Kent County registrations continue to go up.

B . Staffing Status – The library is currently fully staffed. PT Library Clerk I, Terri Post, is starting today. Terri is a former Kent County library employee. Sandra Cosden has moved from a PT Library Page back up to a PT Library Clerk I. Tina Powell, a former library employee, has been rehired as a PT Library Page.

C. Security – Brian reported that the library has only had one significant incident recently of a suspected overdose in the men's room. After knocking on the door, the man came out and left the building. He came back a couple days later and was given a one year ban. We also lost one of our security guards, John Scott, who passed away on Sunday. Officer Pironneau is on a leave of absence and Officer Thompson resigned. Sunstates Security is working on getting the library back on a regular schedule.

D . Council on Libraries Report - At a recent COL meeting, the Council was discussing whether to eliminate the $50,000 anchor library monies. In the end, they decided not to move forward with that idea. There is somewhat of an expectation that the anchor money be used to benefit the whole area and not just the library. Dover will put most, if not all, of the anchor money towards the purchase eBooks/eMedia. The Council is also talking about having a library summit in the summer.

E . The Friends of Dover Library Report – The Friends have a board meeting on January 31. They recently purchased additional signage for the library which should be arriving within the next week.

F . Dover Library Foundation Report – No report.

G. Kent County Levy Court Report: Library Tax Districts – The tax district is estimated to generate $150 – $155,000 in revenue. Last year the library received $156,800 in reciprocal borrowing money plus the $275,000 from the residual library tax distribution. Brian thinks it will be appropriate to suggest that the tax rate be raised to line up with the service we provide to the county. He will check with Sue Durham about a disbursement date.

New Business:

A. FY 25 Budget – The library did not have any new major requests/projects in the budget this year. We anticipate the next request will come when Jackie McCabe retires. Jackie has been with the library for over 25 years and is at the top of the pay scale. We think when she retires this will provide an opportunity to hire two part-time staff in her place. Jackie has not said what her plans are yet but we tentatively think it will be in 2025.

B. Proposed revisions to the Commission – Brian is proposing new language to the Resolution that was adopted in November 1989. Brian's suggestions read:

#1. The Mayor shall appoint at least one (1) member who resides within the Dover Library Tax District but outside the city limits of Dover.

The original document says that the Commission shall meet monthly which has not been done in years. Brian's suggestion reads:

#4. Meet six (6) times per year to receive written and oral reports from the Library Director on activities of the library and provide the Library Director with advise on policies prior to their implementation.

Brain also suggested officially adding to **#2 Invite the Dover Library Foundation president to attend all meetings.**

And finally, Brian suggested:

#6 Provide an annual recommendation to the Kent County Levy Court for the library tax rate to be assessed to residents in the Dover Library Tax District in the following fiscal year, and provide any required reporting to the Kent County Levy Court regarding the tax rate.

Zach mentioned that the Resolution did not say anything about the quorum. Brian will check the Charter. Dave will ask the City Clerk to pull the Council meeting minutes from the 1989 time period to see if there is any other helpful information.

Zach asked for a motion. Fred made a motion to accept the draft as presented; Jaclyn seconded. All were in favor and the motion passed.

C. Do More 24 – This is a statewide fundraiser. There is a big movement this year for it to benefit libraries, Friends of Libraries and Foundations. This year the Foundation will be participating. Brian is going to recommend that the Foundation use the donor pool to try to recruit for the vacancies on the Library Commission board.

Other: Councilman Neil will recommend Kathy Doyle as a potential new board member to the Mayor.

Meeting adjourned at 11:34AM.

Next Meeting: March 19, 2024