Minutes

Dover Public Library Advisory Commission
May 19, 2015, 5:00 PM
Conference Room

IN ATTENDANCE: Zach Carter, Margie Cyr, Lois Dunning, Gertrude Jackson, Beth Petit de Mange, Bob Wetherall

Zach called the meeting to order at 5:01PM.

MINUTES
Beth made a motion to accept the January 20, 2015 minutes as written. Lois seconded the motion. All were in favor.

STATISTICS
Margie reported that computer usage for January through April seems to have leveled off. Circulation has declined slightly which is consistent with what's going on around the country. Program attendance dropped in April, perhaps due to staff doing less programming this month; Margie and Karen will take another look at this statistic. New library card registrations have leveled off, which is to be expected. Wireless usage continues to grow.

BUILDING CONSTRUCTION STATUS
The only open item that still remains is whether or not the irrigation system on the green roof is repaired. The repair took place back in the late fall and the system has not been turned on yet this year to test it out. Margie will give an update at the next meeting.

STAFFING STATUS
The Head of Youth Services position has still not been filled and we do not have any viable candidates for the position at this time. We'll be advertising at the American Library Association's annual conference in June to try to attract candidates who may want to relocate to the mid-Atlantic region.

Amber Maxwell, a part-time Library Assistant in the Children's Department, has relocated with her significant other to Maguire Air Force base in New Jersey. We are currently interviewing to fill her position and have two very strong candidates who will be called back for second interviews next week. Staffing in the Children's Department is currently at 50% and as of last week we've stopped doing story times until the fall.

We also have two part-time Library Clerk positions open in the Circulation Department. We've made pre-screening phone calls and anticipate setting up interviews next week. All three Clerk and Assistant positions are 18 hours per week.

COMIC CON 2015
Comic Con will be held on Saturday, August 8. We've been successful in getting a DJ for the event starting in the early evening over on Legislative Mall. The purpose of the DJ is to draw people out of the library and the Biggs Museum so that we are able to close these buildings down. We have a lot of partners working on the project with us. It's going to be a very large event and we are very excited about it.

COUNCIL ON LIBRARIES REPORT
Zach announced that the Delaware Library Town Meeting is from 9am - 2pm on June 4 at Delaware State University in the Student Center. Margie will email the information to the group.

Bob reported that State Aid should stay relatively the same in the upcoming year. Margie is more concerned about FY2017 when the new Route 9 library opens, which means there will be one more

library to split funds with. Bob said the Route 9 library will probably impact New Castle Public Library and Wilmington Library the most.

THE FRIENDS OF LIBRARY REPORT

Bob reported that the Friends recently held their annual Board of Directors election. The only change made to the board is that Ann Stewart took over the Treasurer position due to Barbara Qaissaunee passing. The book shop is still realizing about $1,400 a month from used book sales. Margie said she still has $5,000 left out of the $15,000 the Friends gifted the library last year. The monies will probably be used to hire off-duty Dover police officers for the Comic Con event.

DOVER LIBRARY FOUNDATION REPORT

The Foundation has established a permanent endowment. The money is invested with the CenDel Foundation which is a division of the Delaware Community Foundation. There is currently $78,000 in the endowment. The seed money came from a $15,000 anonymous donation that the Foundation received a year and a half ago; the Foundation was also the recipient of part of an estate. The foundation board made the decision to use those two pockets of money to create a permanent endowment. They will be publishing a spring or summer appeal with the focus of raising funds to build the endowment. The Foundation goal is to raise the endowment up to $500,000. The Foundation Board consist of the original members of the Library Steering Committee and are looking at the possibility of increasing the size of the board. Current board members are Margie Cyr, Dorothy Snyder, Gwen Elliott, Jim Stewart, Zach Carter, Tony DePrima, N.C. Vasuki, Jessica Marrelli, Gene Ruane and Scott Koenig.

NEW COUNCIL LIAISON

Margie has heard that the new Council liaison to the Library Advisory Commission will be Councilman Scott Cole. The appointment has not been made yet, but we anticipate Mr. Cole joining us at our next meeting.

OTHER

Zach asked how the budget process was going. Margie said there's about a $2 million gap in the City's proposed budget. The City Manager and staff are recommending a tax increase to fund the gap because they don't think it's fiscally responsible to continue taking money from the electric fund to close the gap every year. In the budget, Margie has requested two part-time Librarian positions and one part-time Library Clerk position; all three of these positions are in the City Manager's recommended budget.

Zach asked about Police Cadets in the library. Margie said that we have cancelled our contract with U.S. Securities, Inc. as of June 30. The City will be providing three Dover PD Cadets to provide security in the building. Margie has been assured that there will be cadet coverage all the hours the library is open. The cadets will not be carrying guns but will have Tasers and communication devices on them that will connect them directly to the police department. We've been concerned for a while that the current security coverage is not presenting an authoritative enough presence to be able to deal with some of the behavior issues we've seen in the building. The cost for the cadets will be about the same as what we are currently paying U.S. Securities, Inc.

Beth made a motion to adjourn. Lois seconded the motion.

Next meeting: July 21, 2015