MINUTES

Dover Public Library Advisory Commission
JANUARY 15, 2013 at 5:00 PM
Conference Room at the Dover Public Library

IN ATTENDANCE: Zach Carter, Margie Cyr, Gertrude Jackson, Scott Koenig, Sean Lynn, Annie Scott, Dorothy Snyder, NC Vasuki

Meeting called to order at 5:01pm by Dorothy.

Zach made a motion to accept the November 20, 2012 meeting minutes, Beth seconded the motion. The motion was unanimously approved.

In discussion about the November and December statistics, Margie said that the Delaware Division of Libraries is researching people counters for all the libraries. Our current people counter was brought over from the old building and is located at the entrance from the lobby into the library. This location does not account for people using the meeting rooms or visiting the Friends bookstore. We are investigating the possibility of installing people counters at the entrance doors. Access to electric outlets is needed in order to do this. December visitor statistics reflected the two days the library was closed as well as two days closing early.

The benches for the Reading Garden were being installed today. The "skin" around the Friends bookstore will be installed on Thursday as well as the Capitol Room and a reading room signage replaced. Upright signage on the CD bins will also be installed. EDiS is working with the roofing contractor to fix the leaks in the building. Scott said that the DNREC steps will be repaired soon and the M & T signage should be in place soon as well.

Margie said that the Board of Adjustment will meet tomorrow at 9AM to discuss an error made by the surveyors. The building was built seven feet too close to Loockerman Street and has a two foot encroachment.

Margie said that interviews have been completed for the Library Assistant position. A job offer was made; waiting for the candidate to return paperwork to Human Resources. Currently on the second round of interviews for the Library Clerk II position. Out of 176 applicants, only a small percentage meets the qualifications.

Margie announced that Wanda Nesbit resigned her Librarian I position as of December 31. She has taken a job at Delaware State University. Human Resources are working on getting a job posting out.

Previously Scott had asked Margie for staffing recommendations. Margie suggested that we hire two part-time Library Assistants to work in the Adult Services Dept. Part-time is desirable because of the flexibility in scheduling and is also is a cost savings to the City.

Zach said that the Council on Libraries are preparing for budget requests. Legislative Day is April 23 at 11AM. The Bear Library Grand Opening is on this Friday, January 18.

NC said that the Friends Book Store is running very well. Reporting approximately $40 in sales each day which is approximately three times what the Carriage House was making. NC said the Friends are very grateful to the library staff for their help with running the cash register. The Friends will continue to assist the library. Membership is up to 138. NC reported that Friend, John Bochnowski, had recently passed. A reading nook will be named in his honor.

Margie said that we have many bricks waiting to be installed. EDiS has ordered a brick extractor for us.

Margie told the commission about our overnight library guest. A man was caught on camera at 8:20pm on the evening of January 2 wandering around the library. The man eventually grabbed a book and made himself comfortable in a reading room. Custodian Rodney Baker saw him in the ladies room on the second floor the next morning. After the police were called, the man left though an emergency exit. Nothing in the library was disturbed or damaged.

Zach made a motion to adjourn; Beth seconded the motion. Meeting adjourned at 5:55pm.

Next meeting: March 19, 2013