MINUTES

Dover Public Library Advisory Commission
January 17, 2017
Library Conference Room, 5:00 PM

IN ATTENDANCE: Zach Carter, Margie Cyr, Gertrude Jackson, Scott Koenig, Beth Petit de Mange, Bob Wetherill

Zach called the meeting to order at 5:11pm.

Beth made a motion to accept the minutes from November 15, 2016. Gertrude seconded the motion. All were in favor. Motion passed.

STATISTICS
The statistics are remaining relatively static. Bob reported that wireless usage is being gathered in a new way. Previously, the statistic was gathered by counting devices, for instance, if a person was here on their device several times a month they were only counted once. Now, if a person is here several times a month each individual session is counted. Wireless usage exceed the in-library computer usage.

STAFFING STATUS
Eight candidates for the two Passport Clerk positions have been interviewed. Sixty-three applications were received with preference being given to Veterans or spouses of Veterans. Three potential candidates have been identified and the recommendations will be going over to the Human Resources department tomorrow.

The applications for the part-time Library Assistant position for the Children's department are being reviewed. The part-time Library Clerk position for the Circulation department is waiting for Human Resources to start the recruitment process.

PASSPORT SERVICES
Once the Clerks are hired they will undergo on-line training with the U.S. Passport Service to become certified agents. We are working with Corporate Interiors on a cost estimate to design a modular office system in the lobby. We are hoping to ask the Friends of the Library to assist with the cost of this. Until the office system is built, we will offer the Passport Service upstairs in the administrative area. Zach asked were the revenue for the service will go. Scott said there is a recommendation that 75% will go to the Library and 25% to the City. The project will be evaluated after one year.

STATE AID FUNDING
The proposed recommended budget came in at $4.1 million….a reduction of about 5%. A state level committee has been formed to look into finding funding reductions and possibly the entire elimination of state aid and technology money. Dover library receives approximately $297,000 in State Aid and the value of about $90,000 in technology. The loss to Dover would be significant at almost $400,000. The libraries in Sussex County have banned together and are putting together an advocacy push to inform the legislators about this issue and the impact on libraries.

The next Joint Finance Committee meeting is on January 31 at 3:15pm at Legislative Hall. Everyone is encouraged to attend to show support for libraries and library funding.

COUNCIL ON LIBRARIES REPORT
The budget hearings start soon. The funding for library construction has been included in the budget request for Harrington and Duck Creek. The amount requested is $5.7 million.

The next Bond Bill hearing is February 28 at 2pm at Legislative Hall.

FRIENDS OF THE LIBRARY REPORT
The Book Shop is still raising approximately $2,000 a month from used book sales. Bob feels confident that the Friends will support the construction of the modular office for passport services. Once a cost estimate comes in, Bob will add the topic to the agenda to discuss at the next Friends meeting.

DOVER LIBRARY FOUNDATION REPORT
New officers will be elected at the Foundation's annual meeting February. Tony Deprival will move into the president position. Annie Scott has been appointed to the board. NC Vasuki and Gwen Elliott will be stepping down. The Foundation's focus is to raise the endowment. The annual appeal was very successful this year raising almost $9,000. All monies marked specifically for the endowment will be matched by the Friends up to $5,000.

WINTER READING CHALLENGE
The Winter Reading Challenge kicked off this past Saturday, January 14. More than 100 people signed-up and for the first time we are including children in the Reading Challenge. The Winter Reading Challenge ends on March 11 with a Cardboard Building Challenge.

Zach made a motion to adjourn the meeting at 5:34pm. Beth seconded the motion. All were favor. Motion passed.

Next meeting: March 21, 2017