MINUTES

Dover Public Library Advisory Commission
May 20, 2014
5:00 PM
Conference Room

IN ATTENDANCE: Zach Carter, Margie Cyr, Lois Dunning, Beth Petit de Mange, Dorothy Snyder

Dorothy called the meeting to order at 5:03 PM.

MINUTES

Zach made a motion to accept the minutes of March 18, 2014 as written and Beth seconded the motion.

MONTHLY REPORTS

Margie reported that our statistics are leveling off. Computer usage, circulation, programming and the meeting room usage are all very high. Dover's wireless usage is the highest in the state. Circulation across the country seems to be leveling off due to the use and availability of Ebooks and Ereaders. The library contributes 5% of our materials budget to the purchase of Ebooks.

CONSTRUCTION STATUS

The HVAC problem with the heating seems to be resolved and a maintenance contract is in place. The engineers are still observing the cooling functions. The whirring box has been moved and adjustments were made to the HVAC system to reduce the noise levels in the meeting rooms. Two issues remain, the grey water system tank in the children's rest room is broken and is not made any more; EDiS has not been able to find a replacement for it yet. Some of the slats on the benches around the Reading Garden need to be replaced. EDiS believes there is $400,000 in contingency money left. The building was built on time and within budget.

STAFFING STATUS

The library was given two new part-time library assistant positions for the Adult Services department. After advertising twice, we ended up with a nice pool of about 70 applicants. Nineteen telephone interviews were done and nine candidates were invited for interviews. Two candidates have been chosen and will meet with the City Manager next week.

COUNCIL ON LIBRARIES REPORT

New Castle County, Lewes, Harrington and Delmar are on the list to receive construction funding this year.

THE FRIENDS OF THE LIBRARY REPORT

The Friends had their annual meeting and election in April. The results of the election are as follows:

Bob Wetherall, President
Ann Alexander, Vice President
Barbara Reed, Treasurer
Mary Kaltreider, Secretary
Ruth Bochnowski and Barbara Qaissaunee, Directors' at Large

The Friends book shop is doing very well. They had their big book sale on the Saturday during Dover Days; but were disappointed with the results and may think about doing it differently the next time.

DOVER LIBRARY FOUNDATION REPORT
The Neaton family asked that donations in memory of Mr. & Mrs. Neaton be made to the library. The Foundation is continuing work on the investment policy. The Foundation has decided to create a permanent endowment using the Sada Davis Estate as the seed monies. Beth asked who Sada Davis was; Margie said that she is a relation to the Mercer's.

BUDGET STATUS
We received instructions to cut our budget by 2% to help cover the budget shortfall. Options for finding this sum of money were extremely limited. Approximately 70% of the budget income from the City is the cost of personnel. Other costs are inflexible maintenance contract costs. This leaves very little left that is possible to reduce. We chose to eliminate the full-time security request and a few other smaller line items. We're not sure at this point what has been decided.

Beth made a motion to adjourn, meeting adjourned at 5:40 PM.

Next meeting: July 15, 2014