MINUTES

Dover Public Library Advisory Commission
Tuesday, July 17, 2012
Delaware Room at the Dover Public Library

IN ATTENDANCE: Margie Cyr, Lois Dunning, Scott Koenig, Sean Lynn, Beth Petit de Mange, Annie Scott, Dorothy Snyder

ABSENT: Gertrude Jackson

Meeting called to order at 5:15pm by Dorothy.

In discussion of the Minutes from the May 15, 2012 meeting, Beth inquired about the artist commissioned to create the sculpture for the library. Margie said that artist Ed Twilley, local resident Rosemary Twilley's son, will be creating a metal sculpture to be placed in the Reading Garden. The sculpture should be complete by the grand opening on September 20. A motion to accept the Minutes as written was made by Beth and seconded by Lois.

Margie explained that we were recently notified by the Delaware Division of Libraries in regard to a issue with their software program crediting DDL for all library renewals. The problem has since been corrected and we have increased our circulation statistic for FY12 by 3,604 to account for the discrepancy. A motion to accept the monthly reports for May and June 2012 as written was made by Beth and seconded by Lois.

Margie reported that library construction is still on time and on budget. The shelving has been installed in the Teen Loft and on the second floor. Tables are being installed in the Quiet Study room and on the second floor. The walls are up in the children's department. The contractors are working on the mill work. Margie also said that a tape recording system will be installed in the large meeting room for recording meeting minutes, etc. The first shipment of Memorial Bricks will be delivered soon.

Our last day open to the public will be Friday, August 24; we will begin the moving process on Monday, August 27. The computers will be moved over on September 10; the Friends will begin moving on that day as well. A RFP for moving services will go out in the next week or so. A RFP for a Café was sent out approximately 10 days ago. One local business has shown interest in the space and recently took a tour of the building. A volunteer form was sent out in the most recent newsletter mailing and we have received a lot of responses back. Starting on August 27, all staff will begin working day time hours. The ribbon cutting ceremony is scheduled for Thursday, September 20 at 10AM. Margie reported that the $100,000 challenge pledge has been met! Thank you to Dorothy's son, Blair Snyder and his wife Allison, for completing this pledge!

Scott reported that work has started on the library parking lot. The basecoat should be complete by the end of July. The drive-thru to M&T Bank will be relocated through the entrance to the library, on Loockerman Street and will wind around the building while the paving work is done, which should be complete in August. Final paving will be done by mid September, just before library opens. Scott also said that we received a pledge of $43,000 from Senator Bonini to finish up the street light project. The monies, which come from the Transportation Fund, will be used to replace the street lights in front of

City Hall and the new library. Margie also mentioned that there are still a couple of benches and small spaces available for naming opportunities. Benches are $2,500; shelves are $1,000. Jim Flood is working on a book about the history of the library. All donors to the building project will be named in the book. Margie reported that we have filled the four Library Clerk I positions. The primary duty of the Clerk I is to assist patrons at the circulation desk with checking materials in and out. The Clerk I position requires a high school diploma or GED. Vince Parsons was promoted from a Library Page to a Library Clerk I; the other three positions were new hires. City Council has approved the hiring of four Library Pages and the Library Clerk II position. The Clerk II will work in the children and teen departments. This is a para-professional position and requires some college education. The Library Page's primary duty is re-shelving library materials. This position requires a high school diploma or GED.

Margie said that the Council on Libraries will meet again in August and she will have a report for the next Commission meeting.

Annie reported that the Friends are very excited and ready for the move. A meeting is planned for August 2 to discuss details of the move. The Carriage House will stay open until the library closes on August 24. Current membership for FY13 is already up to 86!

Revision of "Acceptable Behavior Policy" – This policy has been in place since March 2009. Margie has worked with the Library's leadership team to revise the policy. Mr. Lynn has a concern about the weapons policy and suggested limiting it to only uniformed personnel. Mr. Lynn also suggested that we refer to the City attorney for his opinion. Other possible wording suggested was "**Only law enforcement personnel may possess or carry weapons into library".** Mr. Lynn was also concerned about the "attire" section and emphasized that we cannot encroach on people's free speech. Perhaps refer to the Kent County Court system policy. There was also concern about **"sleeping for any extended period of time"**. Margie explained that the difficulty is that people come in to study or read and occasionally may nod off briefly. The other side is the people who come into the library for the sole purpose of taking a nap. Margie also mentioned that the Dover Art League would like to use the large meeting room in January for an event and would like to serve wine. Scott said we would need legal opinion on the issue of bringing alcohol into the building. Beth suggested checking the state policy on this. Lois brought up the issue of liability. Beth made a motion to make changes as mentioned and send out draft for approval in September. Lois seconded the motion.

Currently the library charges a $15 fee for non-profit groups to use our meeting rooms. Margie's recommendations for the new library are as follows: Non-profit groups - $15 for the ten person conference room; $100 for the large meeting room; and $50 for the two smaller rooms. The fee for "for profit" groups would be doubled. Scott explained that this is only a recommendation – the next step will be to go before the Legislative, Finance & Administration committee. Milford library is the only library in Kent Count that has meeting rooms similar to Dover. Mr. Lynn thinks the policy should be more flushed out and suggested we send it to City attorney for more review. Beth asked what the City policy is for the use of pavilions at the parks and Scott said he would check on that. Margie will check with the Police and Kent County about their policies. Margie also let everyone know that we are getting a lot of requests for the rooms at the new building. Lois and Beth are fine with the proposed fees; Annie and Mr. Lynn think the fees are low. Beth brought up the issue of security after hours. Margie said that this is a budget

issue and will look at the possibility of adding more security in the future. The Meeting Room policy changes will be deferred while City and County policies are reviewed.

Margie has been in discussion with staff leadership regarding library hours in the new facility and all were in agreement that is important that the library have hours on Friday evenings. Effective September 21, 2012, Margie proposes the library hours as follows:

Monday – Friday 9AM – 8PM
Saturday 10AM – 5PM
Sunday 1PM – 5PM

Beth thinks it's a great idea. Beth made a motion to accept the proposed new hours, starting on September 21, with the stipulation to be reevaluated in March 2013. Lois seconded the motion.

Margie announced that Ed Hynes commission expired in June and that he has moved to Lewis, DE. Dorothy said that she has spoken to the Mayor, recommending Zach Carter for the position, and will follow up on that soon.

Meeting adjourned at 6:15PM

Next meeting: Tuesday, September 18, 2012