MINUTES
Dover Public Library Advisory Commission
September 18, 2012, 5:00 PM
Dover Public Library

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

After a tour of the library, the meeting was called to order at 5:39 PM by Dorothy.

Beth made a motion to accept the MINUTES from the July 17, 2012 meeting as written; Gertrude seconded the motion.

Beth made a motion to accept the July 2012 monthly report; Gertrude seconded the motion. The August monthly report will be included in the November 20, 2012 packet.

Margie made the announcement that Zach Carter was recently appointed to the Commission by Mayor Carey. Zach replaces Ed Hynes who recently moved to Lewes, DE.

The Grand Opening Ceremony for the library will be at 10 AM on Thursday, September 20. The Reading Garden will not be ready by the opening but a separate ceremony will be held when it's complete. The Reading Garden will be used for programs and enrichment activities. Memorial Bricks should be in place for the opening. The Governor as well as many local dignitaries will be on hand for the ribbon cutting. After the ribbon cutting, the Governor and Mrs. Markell will lead the children to the Children's Program Room where they will read a story. Mrs. Markell will pick the name of one of the children who will then check out the first book. Coffee will be provided by Wesley College; Sam's Club will be providing fruit and pastries.

The Capital Campaign has met its goal! There are still pledges due by the end of the year. Beth asked who the company was that did the donor recognition signage; Margie said that we used Partners in Recognition out of Ohio. They have an office in Baltimore and our rep lives in Rehoboth Beach.

The interviews for the Library Page positions have been completed; and job offers have been made. Assuming that everyone accepts, they should be starting soon. Margie is working with Human Resources Department to finalize the job descriptions for the full-time Library Assistant and the full-time Library Clerk II positions. Without these positions, we won't be able to staff the Teen Loft. Zach asked if security would be increased. Margie said that we'll have the same number of hours as in the old building. Margie also said that she has spoken with U.S. Security Associates about our needs and expectations in the new building.

In discussion over meeting room fees, Margie is proposing the following:

Conference Room - $15 per use for non-profit groups, fee will be doubled for profit making organizations.

Multi-Purpose Rooms – $100 per use for the whole room; $50 per use for each room separately - for non-profit groups. The fee would double for profit making organizations.

Gertrude is opposed to birthday parties, receptions, baby showers, etc. being held in the meeting rooms. The Commission is recommending that the use of the rooms be limited to non-profit and government agencies. Beth thinks the fees are appropriate. Scott asked if there is a fee for home owners associations and Margie said that these fall under the nonprofit groups. Zach made a motion to accept the meeting room fees, for non-profit organizations and government agencies only; Beth seconded the motion. Margie said she will put this in memo format to the City Manager, who will then submit to the Legislative, Finance and Administration committee. Scott said we should start charging the new fees as of tomorrow, September 19. Gertrude asked Margie if she thought there would be "flak" from the community over the new fees and Margie said that it's part of the cost to maintain the building. Zach said the fees are compatible to other meeting rooms in the area. Zach also suggested taking a deposit for the rooms and Margie agreed that a 50% non-refundable deposit is appropriate. For now, we will move forward with the new fees and revisit other issues at a later date.

Margie said there were two issues of concern with the Acceptable Behavior Policy - dress & attire and weapons. Per the memo dated July 18, 2012 to Scott Koenig and Sean Lynn, Margie would like to propose the dress and attire portion to read:

Customers must be fully clothed while in the Library. Shirt and shoes must be worn at all times.

Per same memo, Margie proposes the weapons portion to read:

Only law enforcement personnel may be in possession of weapons or firearms in the Library or on Library grounds.

Margie would like to request that the Commission approve the policy, with changes as noted. Zach made a motion to accept the policy, with above changes; Beth seconded the motion.

Margie told the Commission that the Friends bookstore will be self-service. Staff will be accepting payment for books at the Circulation Desk using a separate cash register. A "skin" of the map of Dover will be applied to the outside wall of the bookstore.

Three vending machines will be installed in the lobby and the Library will purchase tables and chairs for the area. Margie asked Scott about the WSFS kiosk. Scott said there hasn't been much discussion of late, but there is still interest. Margie said we will be accepting credit cards in the near future.

Meeting adjourned at 6:24 PM Dorothy.

Next meeting: November 20, 2012.