MINUTES

Dover Public Library Advisory Commission
Tuesday, March 19, 2013, 5:00PM
Conference Room at the Dover Public Library

IN ATTENDANCE: Zach Carter, Margie Cyr, Scott Koenig, Beth Petit de Mange, Annie Scott, Dorothy Snyder, NC Vasuki

Meeting called to order at 5:10PM

Beth made a motion to accept the Minutes of January 15, 2013 as written; Zach seconded. The motion was unanimously approved.

Margie recently started charting monthly computer usage, circulation and program attendance statistics. Zach pointed out that the statistics are higher than last year even though the library was closed for a month to move. New registrations have consistently risen over the months. NC asked if City Council sees our monthly reports. They are submitted as part of the City Manager's report. Margie mentioned that the reference statistic charting was changed as of February. The DE Division of Libraries is asking for these statistics to be broken down by Dewey Decimal System for each department: Adult, Teen and Children. Scott suggested to Margie that she do a presentation about the Library at the next City Council meeting. Zach made a motion to accept the monthly reports; Beth seconded. The motion was unanimously approved.

EDiS is still actively involved with the building. Johnson Controls was called this week to reboot the heating system after it was knocked off line. Zach asked if we'll always have to contact Johnson Controls with heating/cooling issues. This is unclear at this time. NC said that he understood that City staff will be trained on the system. An RFP for maintenance service for the building is in the works. There are still several roof leaks that need repair. The exact locations of the leaks are still being determined. Zach asked if the sheet rock in the meeting rooms has been repaired. It has not been to date. Zach asked Scott about stop signs in the parking lot. A meeting was set up to walk the lot; but due to the weather it was cancelled. Scott also mentioned that he has gotten complaints about cars driving down Federal Street and possibly driving straight into the Children's Department. Ballards have been suggested. Margie mentioned the need for more security cameras and the relocation of a few. Some of the motion detectors are too sensitive and are setting off the alarm at night. She is hoping to be able to pay for the cameras out of any contingency monies left from the building project in order to be eligible for the State match. NC asked what the cost was for the cameras; Margie said the proposal was for approximately $10,000. Margie would also like a swipe pad installed at the Circulation Room entrance and for a "lockdown code" so that the library can be manually locked in the event of an emergency. Anne asked Margie if she had any news about the people counters. Margie said that Dr. Norman is still working on this and has asked us to wait a little longer until she can purchase them. Zach asked Margie and Scott to check on the M & T parking signage.

Margie reported that Kerri Hollyday recently joined our staff as our new Library Assistant. Kerri worked previously at Atlantic Books and Barnes and Noble. Interviews for the Library Clerk II position have been completed. An offer was made and we're waiting for the background check to come back. The closing date for the Librarian I position was Monday, March 16. As of early Monday, Human Resources reported receiving approximately 40 applications. Joyce Long and Susan Cockel will both retire soon. Joyce Long is a full-time Library Clerk I and works at the circulation desk. Joyce has been with the library for over 15 years. Her last day will be May 31. Susan Cockel is a part-time Library Clerk I and works primarily in the Children's Dept. Susan has been with the library for over 10 years. Her last day will be April 30. Both will be missed. Margie is in the process of re-organizing and streamlining some of the positions in order to fit the new building. Margie also mentioned that Jackie McCabe will be out for an unspecified time for surgery.

Zach reported that the Council on Libraries has not met recently and he has no news to report.

Margie reported that the unlocking units that the Friends are purchasing for us have been ordered. We'll be getting the newest version of the equipment for the same price as the old version. The cost is approximately $17,000. The Friends have also purchased a beautiful table for our Administrative Area. Many, many thanks to the Friends. NC announced that the next Friends' meeting is scheduled for April 24.

The Library Foundation was originally created as a fundraising arm for the library building project. Now that the building project is complete, the Foundation has been working hard to separate from the City. Paperwork has been submitted to amend the Certificate of Incorporation and to change the Registered Agent to the Dover Public Library. The Foundation will continue to operate as a non-profit entity.

Mr. Flood will be talking with his family to determine a date for the Reading Garden dedication. Margie is working on a name plaque for Mrs. Russell's portrait in the Teen Loft and seeking a way to best attach the name plaques to the benches in the Reading Garden.

Margie distributed a handout about recommended hours of operation for Anchor Libraries. Per the Statewide Master Plan, it is recommended that Anchor libraries, such as Dover, be open 70 hours per week. Dover is currently open 66 hours per week. Beth asked if any of the Anchor libraries in the area are open 70 hours; Margie wasn't sure.

Margie expressed concern about the BTOP grant, which ends this September. The State Librarian, Dr. Annie Norman has enough money to staff the program until January 2014. The Job center project has been enormously successful.

Meeting adjourned at 6:00PM.

Next meeting: May 21, 2013