MINUTES

Dover Public Library Advisory Commission
September 17, 2013
5:00 PM
Conference Room

IN ATTENDANCE: Zach Carter, Margie Cyr, Gertrude Jackson, Scott Koenig, Dorothy Snyder, Bob Wetherall

Meeting called to order by Dorothy at 5:05PM.

MINUTES OF JULY 16, 2013
Zach made a motion to accept the minutes as written; Gertrude seconded the motion. All were in favor.

JULY AND AUGUST STATISTICS
Margie referred to the statistical charts. All statistics are continuing to be higher than in previous years. Zach commented that the programming statistic has really gone up this year. New library card registrations are averaging 600 per month.

BUILDING CONSTRUCTION STATUS
We are almost at the end of the building's one year warranty. Some warranties go beyond a year. EDiS has created a list of different warranty related issues and has provided that to the contractors. The communication between the building's burglar alarm and Delaware Electric Signal was not working very well. It was running through the internet; and it has now been changed to go through the telephone line instead at a cost of $330. We've also had an HDMI cable run downstairs so that when we display a film in the theater, we can also have the same film displayed on the flat screen TV over the fireplace. The cost for that was $973. City maintenance has started bringing over some of the shelving from the old building. A contractor will be coming to look at the dip in the pavement at the entry way in the front of the building where water pools. The whirling box in the meeting room will be removed soon; the noise is related to the heating system. Some of the drain spouts will be relocated. There is still an issue with the grey water tank in the children's department restroom. There are some issues with the commissioning report; adjustments need to be made to the system settings so that we are in energy efficiency parameters.

STAFFING STATUS
Two new part-time positions are in the budget for this fiscal year. Both are in the Adult Services department and are Library Assistant positions. One will focus on technology and the other on public relations and social networking. The only remaining vacant position is the Library Clerk I position, vacated last spring. Margie has been talking to Scott about upgrading that position to the Library Assistant level.

COUNCIL ON LIBRARIES REPORT
The Council met recently about construction funding recommendations. Lewes is the number one priority; Delmar second followed by Harrington and Garfield Park. Smyrna's funding was moved out a year.

FRIENDS OF THE LIBRARY REPORT

Book Shop sales are earning $1,200- $1,300 per month. The Friends purchased a new cash register to replace the old library cash register they had been using. Margie said that we may need to close the shelving on the nights we have the "In Harmony" concerts. The seating capacity in the meeting rooms is 150 and we had 160 in attendance at the last concert.

DOVER LIBRARY FOUNDATION REPORT

The Foundation has opened up bank accounts at M & T Bank. We just received an anonymous donation of $15,000. The Foundation is considering creating an endowment and pending the decision of their Board, will use that $15,000 as seed money for the Endowment. An annual appeal will soon be mailed.

NEW BUSINESS

Margie invited everyone to join us as we celebrate the Library's one year anniversary on Friday, September 20 at 10AM. We'll be having cake and coffee available in the lobby for staff and patrons. Dorothy will be on hand to say a few words. Margie will be presenting the publication about the library that Jim Flood wrote and published.

The Digital Bookmobile will be visiting the library on Thursday, September 26 from noon to 6PM. It's an opportunity for citizens to look at different electronic devices and learn about eBooks. Bob said that Dover has circulated approximately 20,000 eBooks since the program started. EBooks are not a part of the reciprocal borrowing agreement.

OTHER

Margie was invited by the Manager of Community Services at DAFB to tour their library facilities along with Hilary Welliver. The Base library is full of mold and is going to be torn down. They are taking a small percentage of their children's collection to a recreational facility in the base housing area; the teen collection is going to another recreational facility. They're taking some of the adult collection and creating a library and media center in the old NCO Club. The Manager is asking what should be done with the rest of the library materials. It has been suggested he donate it to State Library to be added to the state-wide floating collections. The DAFB will be hiring a new librarian soon.

Next meeting: Tuesday, November 19, 2013