MINUTES

Dover Public Library Advisory Commission
January 17, 2012
5:00 PM
Children's Meeting Room at the Dover Public Library

IN ATTENDANCE: Zach Carter, Margie Cyr, Lois Dunning, Gertrude Jackson, Becky Norton, Beth Petit de Mange, Dorothy Snyder, N.C. Vasuki

Meeting called to order at 5:03PM by Dorothy.

After a brief review of the MINUTES of November 15, 2011, Beth made a motion to approve as written, Gertrude seconded the motion.

In discussion of the November and December 2011monthly reports, Margie commented on the up and down of the statistics. The Visiting Patron statistic for December is noticeably higher than in December 2010, probably due to the library closing for inclement weather last year. Margie is going to research how the Inter/Intra Library Loan and the Holds statistics are gathered. Margie also said that by February we should have statistics on E-Book circulation. Beth made a motion to accept the monthly reports as written, Gertrude seconded the motion.

Zach gave an update on the building project. The roof is almost ready for the metal portion; the slate on the chimneys will come first. The brick is still being laid. Next week, they will start on the geothermal wells. Zach said there's a lot of work going on inside the building – floors, painting, etc. Building is about 48% complete and still on schedule for a September opening.

Margie said that the Capital Campaign is going wonderfully well. We have received a matching $100,000 pledge. Not long after that we received another $100,000 pledge. We are now left with a balance of $65,000 to raise, which does not include the Reading Garden, the recognition wall, etc. Beth asked if there would be a place where donors are honored and Margie said that a Donor Recogntion Board is planned. Dorothy asked if there would be an endowment set up after the building is complete. Margie said that there is talk of that. The next fundraiser is scheduled for May 21 at Fordham Brewery.

Margie talked about the current staffing situation. Based on six vacant positions, we have reduced our operating hours by five hours per week. Our hours now are Mon.-Thur. 9AM–8PM; Fri. 9AM–5PM; Sat.10AM–5PM and Sun. 1PM–5PM. As of yesterday, Margie was informed of another staff vacancy. Beth asked why staff is leaving. Margie explained that Denise Roberson works full-time in another city department that is also going through similar troubles. She was also promoted and has taken on more responsibility in that role. Doug Higdon is a full-time high school teacher at Caesar Rodney and has taken a part-time teaching position at Poly Tech. He is also preparing for his Masters Degree classes. Beth asked how the 8PM closing time is working out. Becky said it's going well except for the loss of an hour of work time. Gertrude asked about staffing the new library. Margie told her that the staffing plan was based on the concept of the building being fully staffed at opening; therefore, we would only need to fill three positions (1 full-time Teen Librarian, 1 full-time Custodian and 1 part-time Library Page.)

Becky reported that the volunteer turn out is going well. The volunteers are very enthusiastic and nice people.

Becky spoke about the “Geek the Library” Advocacy program. She recently met with staff at the Kent County Library; and they are planning a joint kick off the last week of February. Becky will also be reaching out to local businesses as well as promoting the program at Dover Days.

Council on Libraries is working with library consultants to update the five year plan for library services, funding and construction. A draft plan should be ready in a couple of months. Dover has received all library funding requested.

The Friends will meet on Wednesday, March 18. N.C reported that the current membership is approaching 110-112. Their goal is to reach 150 by July. The Friends have been busy planning for the move to the new building. Approximately 6,000 books will be moved to the new location. Dorothy asked if perhaps the boy scouts could help with the move. Margie asked N.C. if they had received any monies from thrift books yet and N.C. said no and that they were still waiting for a copy of the signed contract. N.C. suggested that the Advisory Commission take a tour of the building. NC also asked what will happen if our staffing needs are not met and how many volunteers we would need. Margie said that the volunteers will never be able to meet our needs completely due to legal issues. Becky will provide a list of what volunteers **cannot** do.

Lois mentioned the recent article in the paper about not being able to open all areas of the new library at once.

Beth made a motion to adjourn the meeting and Lois seconded the motion.

Meeting adjourned at 5:56PM

Next meeting: March 16, 2012