MINUTES

Dover Public Library Advisory Commission
May 15, 2012 @ 5:00PM
Children's Meeting Room

In Attendance: Zach Carter, Margery Cyr, Lois Dunning, Ed Hynes, Gertrude Jackson, Scott Koenig, Sean Lynn, NC Vasuki

Absent: Beth Petit de Mange, Dorothy Snyder

Meeting called to order at 5:09PM by Lois.

Ed made a motion to accept the Minutes from the March 20, 2012 meeting as written and Gertrude seconded the motion.

Margie reported that library staff is working with the Job Center staff to revise statistics. This is still a work in progress. The e-book statistics have been separated from the Circulation statistics. The State has requested that each library commit an amount of money towards the purchase of e-books. Gertrude made a motion to accept the February and March 2012 monthly reports and Ed seconded the motion.

Zach reported that the building project is still on schedule and on budget. The Reading Garden was approved by City Council last night. The site will be prepared for seeding and grading soon. The masons will be working on the entrances. Testing is being done on the green roof to check for leaks. We should start seeing plants on the roof by the end of May. The curtain wall is being installed now. The raised flooring on the second and third floors will be done soon. The mechanical systems are being prepared. The lighting installation has begun. Seventy percent of the furniture has been ordered. Shelving will begin being installed by the end of May. All computers and telephones have been ordered. A meeting was recently held with maintenance and custodial staff to coordinate the needs of the building. Scott mentioned that we have received the preliminary LEED certification. Margie said that the first round of LEED points was granted – two areas need more explanation – glass recycling and location of recycling containers.

Margie said that a library donor has commissioned a local artist to do a sculpture for the building. Talks are taking place with the architects and the donor to determine whether to place it inside or outside. We are continuing to work on the Challenge Pledge with less than $49,000 to raise. The first Memorial Brick order will be placed by the end of this week.

Margie reported that the library currently has nine vacant positions. We've been authorized to fill four part-time Library Clerk I positions. We plan to interview 25 – 30 potential candidates out of the 176 applications that were received. The current Library Page may apply for one of the Library Clerk I positions. Human Resources will evaluate the applications before they are sent to the Library. The Library does not wish to hire over-qualified or under-qualified applicants. Scott said that our request for the full-time Library Clerk II position will go to the Legislative, Finance and Administration Committee on June 12. Scott also said that he would like to get permission to adjust the salary for the three vacant part-time Library Page positions before those requests go before the committee. Margie said that the Library Clerk II position is very critical. All the positions

are in the draft budget for next year. We are trying to expand the part-time hours through the collective bargaining process.

Margie announced that the Delaware Town Meeting will be held on Thursday, June 7 at Delaware Technical and Community College. The Delaware Division of Libraries is working on updating their strategic plan and are hoping to hold another Town Meeting in December to introduce the plan.

NC reported that the Friends had another successful book sale on Saturday, April 21 and were able to sell or donate about 3,000 books. One of the local homeless shelters helped with the set-up and take-down of the sale. There will be room for 6,000 books in the Friends area in the new library; the Carriage House still has about 10,000 books. The Friends are actively sending book to Thrift Books. The non-fiction items seem to sell faster. Lois asked if the excess of books could go to the hospital or nursing homes and NC said that they do this. The Friends annual meeting is tomorrow at 6:30PM in the Children's Meeting Room.

Zach announced his retirement as of June 15. Zach has been with the City of Dover for over 23 years and will be sorely missed by all.

Scott asked for clarification of the different library affiliated groups. Margie explained that the Advisory Commission is an advisory group to the library and may make recommendations on library rules & regulations. The Library Foundation is a non-profit organization created in 2009. The Foundation was formed in order to enlarge the Library's eligibility for applying for grants and to receive monies donated to the capital campaign. The Foundation will continue after the building is complete. The Friends of the Dover Public Library is also a non-profit organization. The Friends are advocates for the Library in the community. Patrons pay a $10 membership fee per year. The Friends provide monetary support for the Library and have purchased furniture, books and funded programs. The Friends also fund the free Book Page magazine for our patrons.

Scott is concerned about the impression the Library will make on the public when we open with many empty bookshelves. Margie agreed that it will look as though the shelves are empty; and people are used to seeing overflowing bookshelves in our current location. The ribbon cutting ceremony will be held on Thursday, September 20 with the time to be determined soon.

The Summer Reading Program Kick-Off will be on Saturday, June 9 and is open to children, teens and adults. Prizes and certificates will be awarded. All Library programming will end on Tuesday, July 31. Our last day open will be Friday, August 24. We will spend the rest of our time preparing for and making the move to the new building!

The Advisory Commission will be taking a tour of the new library on Wednesday, May 30 at 11:00AM.

Gertrude made a motion to adjourn and Ed seconded. Meeting adjourned at 6:00PM.

Next meeting: **Tuesday, July 17, 2012**