

Board of Trustees Meeting Minutes

Date: 2-5-26

Time: 5:34 p.m. – 7:22 p.m.

Location: Seaford District Library

Organization: Seaford District Library

1. Call to Order

The meeting was called to order at 5:34 p.m.

2. Executive Session

Motion to Enter Executive Session

Motion: Tracy

Second: Rony

Vote: Approved

Time Entered: 5:34 p.m.

Executive Session Discussion Summary

Topics discussed in executive session included personnel matters, legal consultation, operational procedures, and facility-related considerations.

Motion to Exit Executive Session

Motion: Tracy

Second: Rony

Vote: Approved

Time Returned to Open Session: 6:24 p.m

3. Approval of Previous Minutes

A motion was made to approve the minutes from the previous meeting with a minor correction (spelling of “Jamieson”).

Motion: Tracy

Second: Rony

Vote: Approved

4. Public Comment

No public comments were received.

5. Director’s Report

The Director reported the following:

5.1 Taxes and Financials

Tax preparation is in progress by an external accounting firm.

Financial statements for the previous fiscal year have been received and are available for Board review.

5.2 Passport Services

The Library received notice from the U.S. Department of State that it must cease passport acceptance services effective February 13.

Fingerprinting services will begin concurrently to offset loss of revenue.

5.3 Annual Appeal

Total funds raised: approximately \$7,500, including a \$2,500 donation from the Kiwanis Club. The appeal campaign has concluded.

5.4 Hours and Operations

New Thursday hours have been well utilized, exceeding Monday attendance.

The first Saturday opening had 92 visitors, with strong participation in programming.

The Library will continue offering one Saturday per month, with future evaluation.

5.5 Programming Updates

Summer Reading Program planning is substantially complete.

Multiple programs and partnerships are scheduled, including:

Kickoff event (June)

Performer programs

Teen and homeschool programming

Community partnerships (e.g., car show, Earth Day event)

5.6 Grants and Fundraising

Several grant applications have been submitted.

Awards are expected to be announced in the coming months.

5.7 Additional Updates

Increased operational efficiencies are expected to reduce expenses (e.g., website, RFID, printing).

Staff development day scheduled for March 26 (Library closed).

Participation planned for the Children's Book Festival (May 2).

6. Treasurer's Report

The Treasurer reported:

Checking Balance: \$90,141.02

Savings Balance: \$5,000.35

Credit Card Balance: \$0

The report was accepted as presented.

7. Old Business

7.1 Jamieson Estate Funds

Discussion was deferred pending additional information and consultation.

7.2 Sussex County Library Funding Campaign

The Board discussed participation in a county-wide funding initiative.

Concerns included:

Impact on professional relationships

Messaging and public perception

Implementation logistics

Action:

The Board agreed to table the matter for further review and information gathering.

8. New Business

8.1 Internship Program (Delaware Technical Community College)

A proposal for participation in an internship program was presented.

Motion: Approve participation in the internship by Tracy

Second: Rony

Vote: Approved

8.2 Fax Line Installation

The Director proposed adding a fax line as a potential revenue-generating service.

Motion: Approve installation of a fax line by Tracy

Second: Rony

Vote: Approved

8.3 Blood Drive Facility Use

The Board approved use of the facility by a blood bank organization under the standard rental rate.

Motion: Approve monthly facility use at standard rental rate by Tracy

Second: Jose

Vote: Approved

8.4 Archival Newspaper Project

Discussion regarding participation in a historical newspaper preservation project was held.

Action:

The Director will gather additional information before further consideration.

8.5 Cleaning Services

The Board reviewed information from an external cleaning vendor.

Action:

No change at this time; additional quotes may be obtained for future consideration.

8.6 Board Attendance Policy

The Board discussed establishing an attendance policy.

Action:

A draft policy will be presented at the next meeting for review.

8.7 Board Appointment

The Board considered the appointment of a new trustee.

Motion: Appoint Ronnie Parker to the Board of Trustees by Tracy

Second: Rony

Vote: Approved

9. Adjournment

A motion was made to adjourn the meeting.

Motion: Tracy

Second: Jose

Vote: Approved

Adjourned: 7:22 p.m.