Seaford District Library Board Meeting Minuets

Date: August 4 2026

Time: Meeting was called to order at 6:04pm

Presiding Officer: President Virginia Hastings

Attendance: Virginia Hastings, Rony Flechier, Rachel Lawson, Ronisha Parker, Tracy Torbert

Absent: Jose Santos

Approval of Minutes:

Motion: T. Torbert presented motion to approve July minutes.

Second: R. Flechier

Vote: Motion carried by unanimous vote.

Public Comments

There were no public comments.

Old Business/Unfinished Business

V. Hastings requested a special meeting to be held 8/10/26 at 6pm for the purpose of June minutes approval. This request meets the requirements listed in Article 5 of the Seaford District Library.

Future board meeting dates were reviewed and approved. There was an amendment to February 2027 board meeting date from 2/6/27 to 2/2/27.

Motion: T. Torbert presented motion for special meeting and calendar correction

Second: R. Parker

Vote: Motion carried by unanimous vote.

Reports:

Library Director Report (R. Lawson)

The Waste Management contract does not end until 10/2027. A cancellation request will be submitted 90 days before time of automatic renewal.

Blue Hen submitted a quote for a smaller bin. The cost will be $120.00. R. Lawson will follow up next year when the current contract ends.

Backflow update: The reports have been updated for domestic and fire. National HVAC will be used for ongoing services.

Accounting update: The new accounting service will begin 8/5/26 with Lank, Johnson and Tull in the amount of $850.00.

Treasurer Report (R. Flechier)

Checking: $44,116.35

Savings: $55, 024.21

Credit Card Outstanding Balance: $397.72

Mortgage Loan: $292,416.81

New Business:

R. Parker attended the virtual United Library Conference and provided board resources. The board agreed to use the materials provided as needed for the purpose of strategic planning/fundraising.

Employee Handbook Updates:

The R. Lawson updated the dress code and tobacco policies.

Non-exempt hours will remain at 35hrs.

30 min, breaks will be allowed for team members that work at least 6hrs.

Holiday pay will be offered to full-time employees.

Weather pay due to unexpected closures will be offered at the discretion of the library director.

Holiday and closure schedule will follow the Sussex County Dept. of Libraries schedule.

The board agreed to a promotion for Jennifer Perdue to move from Circulation Assistant to Circulation Manager and Chase Stanely will be moved to full-time with a consistent schedule of 35hrs.

Motion: T. Torbert presented motion to approve employee handbook with noted amendments to employee handbook policies and staffing updates

Second: R. Flechier

Vote: Motion carried by unanimous vote.

The board reviewed policies in the following areas:

Board Responsibilities & Attendance Policy:
The updated board attendance policy will now include that board members miss no more than (3) meetings during the year. However, the president will take in consideration absences that occur in excess to the allowed amount.

This attendance policy will be added to Article 5 of the Seaford District Library By-Laws. Article 6 of the Seaford District Library By-Laws was updated to include roles and responsibilities for board members.

The board agreed to add posting date, time and subject to change wording to the agenda.

Approval of agenda wording will be a part of the call to order section.

The board agreed that a draft of the minutes should be shared within (7) days of a board meeting and final copy of minutes should be available within (7) days of the official board meeting and posted on the library website.

Motion: R. Flechier presented motion to approve Board Responsibilities and Attendance Policies updates

Second: R. Parker

Vote: Motion carried by unanimous vote.

Youth Group Size and Conduct Policy:

A policy was introduced to reduce disruptive youth gatherings in the library. The new policy will state that no more than (4) teens will be allowed at a table. The library director will have discretion is accommodations are needed.

Motion: T. Torbert presented motion to approve Youth Group Size Policy

Second: R. Flechier

Vote: Motion carried by unanimous vote.

Parking Lot Policy:

Prohibited overnight parking, parking on the grass, fire lane and reserved parking spots unless valid permit is displayed on the vehicle.

Motion: R. Parker presented motion to approve Parking Lot Policy

Second: R. Flechier

Vote: Motion carried by unanimous vote.

Idemia presented the library director with an updated software option for a self-service station for fingerprinting. The board agreed that the current software and staff arrangements to provide the service meet the library needs.

A draft letter outlining the plan to change the fountain into a garden will be reviewed once June meeting minutes are approved.

Announcement:

Jamison Estate Funds made donation of $52,000

Executive Session:

Executive session started at 6:48pm.

Executive Session ended at 7:11pm.

Motion: T. Torbert presented motion to end Executive Session and enter standard meeting

Second: R. Flechier

Vote: Motion carried by unanimous vote.

The board returned to the standard meeting. The board requested that the library director request the current bill from the cleaning company in the next 7days. Moving forward the board agreed that the bill should be submitted to the library director monthly.

Motion: R. Flechier presented motion to update cleaning bill submission time frame

Second: T. Torbert.

Vote: Motion carried by unanimous vote.

Adjournment: Meeting was adjourned at 7:12pm.

Motion: T. Torbert presented motion to end meeting

Second: R. Parker

Vote: Motion carried by unanimous vote.

Ronisha Parker M. Ed, BSW

Board Secretary

August 4th, 2026